

***US Department of Housing and Urban Development
Real Estate Assessment Center (REAC)***

**Appendix 2
Dictionary of Deficiency Definitions**

For

**Real Estate Assessment Center System (REACS)
Physical Assessment Subsystem (PASS)**

December 14, 1999

System:	REACS
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TABLE OF CONTENTS

SECTION 1:SITE INSPECTABLE ITEMS	6
<i>Damaged or Missing Gates (Fencing and Retaining Walls)</i>	<i>7</i>
<i>Damaged/Falling/Leaning (Fencing and Retaining Walls).....</i>	<i>8</i>
<i>Damaged/Falling/Leaning (Retaining Walls).....</i>	<i>10</i>
<i>Holes (Fencing and Retaining Walls)</i>	<i>10</i>
<i>Missing Sections (Fencing and Retaining Walls).....</i>	<i>11</i>
<i>Erosion Areas (Grounds)</i>	<i>12</i>
<i>Overgrown/Penetrating Vegetation (Grounds)</i>	<i>13</i>
<i>Ponding/Site Drainage (Grounds).....</i>	<i>14</i>
<i>Rutting (Grounds)</i>	<i>15</i>
<i>Broken Fixtures (Lighting).....</i>	<i>16</i>
<i>Missing/Broken Bulbs (Lighting)</i>	<i>17</i>
<i>Mailbox Missing/Damaged (Mailbox/Project Signs).....</i>	<i>18</i>
<i>Signs Missing/Damaged (Mailbox/Project Signs)</i>	<i>19</i>
<i>Graffiti (Market Appeal).....</i>	<i>20</i>
<i>Litter (Market Appeal)</i>	<i>21</i>
<i>Cracks (Parking Lots/Driveways/Roads)</i>	<i>22</i>
<i>Ponding (Parking Lots/Driveways/Roads)</i>	<i>23</i>
<i>Potholes/Loose Material (Parking Lots/Driveways/Roads).....</i>	<i>24</i>
<i>Settlement/Heaving (Parking Lots/Driveways/Roads)</i>	<i>25</i>
<i>Damaged/Broken Equipment (Play Areas and Equipment).....</i>	<i>26</i>
<i>Deteriorated Play Area Surface (Play Areas and Equipment)</i>	<i>27</i>
<i>Broken/Damaged Enclosure (Refuse Disposal)</i>	<i>28</i>
<i>Inadequate Outside Storage Space (Refuse Disposal)</i>	<i>29</i>
<i>Damaged/Broken/Cracked (Storm Drainage).....</i>	<i>30</i>
<i>Debris/Obstruction/Sediment (Storm Drainage)</i>	<i>31</i>
<i>Cracks/Settlement/Heaving (Walkways/Steps)</i>	<i>32</i>
<i>Spalling (Walkways/Steps)</i>	<i>33</i>
SECTION 2:BUILDING EXTERIOR INSPECTABLE ITEMS.....	34
<i>Broken/Missing Glazing/Glass (Doors).....</i>	<i>35</i>
<i>Damaged Frames/Threshold/Lintels/Trim (Doors)</i>	<i>36</i>
<i>Damaged Hardware/Locks (Doors)</i>	<i>37</i>
<i>Damaged Surface (Holes/Paint/Rusting) (Doors).....</i>	<i>38</i>
<i>Damaged/Missing Screen/Storm/Security Door (Doors)</i>	<i>39</i>
<i>Deteriorated/Missing Caulking/Seals (Doors).....</i>	<i>40</i>
<i>Blocked Egress/Ladders (Fire Escapes)</i>	<i>41</i>
<i>Cracks/Gaps (Foundations).....</i>	<i>42</i>
<i>Spalling/Exposed Rebar (Foundations)</i>	<i>43</i>
<i>Broken Fixtures (Lighting).....</i>	<i>44</i>
<i>Missing/Broken Bulbs (Lighting)</i>	<i>45</i>
<i>Damaged/Clogged Drains (Roofs).....</i>	<i>46</i>
<i>Damaged Soffits/Fascia (Roofs).....</i>	<i>47</i>
<i>Damaged Vents (Roofs)</i>	<i>48</i>
<i>Damaged/Torn Membrane/Missing Ballast (Roofs).....</i>	<i>49</i>
<i>Missing/Damaged Components from Downspout/Gutter (Roofs).....</i>	<i>50</i>
<i>Missing/Damaged/Shingles (Roofs).....</i>	<i>51</i>
<i>Ponding (Roofs).....</i>	<i>52</i>
<i>Cracks/Gaps (Walls).....</i>	<i>53</i>
<i>Damaged Chimneys (Walls)</i>	<i>54</i>

<i>Missing Pieces/ Holes/Spalling (Walls)</i>	55
<i>Damaged/Missing Screens (Windows)</i>	56
<i>Damaged Sills/Frames/Lintels/Trim (Windows)</i>	57
<i>Missing/Deteriorated Caulking/Glazing Compound (Windows)</i>	58
<i>Security Bars Prevent Egress (Windows)</i>	59
<i>Deteriorated/Missing Caulking/Seals (Windows)</i>	60

SECTION 3:BUILDING SYSTEMS INSPECTABLE ITEMS..... 61

<i>Leaking Central Water Supply (Domestic Water)</i>	62
<i>Misaligned/ Damaged Ventilation System (Domestic Water)</i>	63
<i>Missing Pressure Relief Valve (Domestic Water)</i>	64
<i>Rust/Corrosion on Central Water Components (Domestic Water)</i>	65
<i>Rust/Corrosion on Heater Chimney (Domestic Water)</i>	74
<i>Blocked Access/Improper Storage (Electrical System)</i>	66
<i>Frayed Wiring (Electrical System)</i>	67
<i>Missing Breakers/Fuses (Electrical System)</i>	68
<i>Missing Covers (Electrical System)</i>	68
<i>Not Operable (Elevators)</i>	69
<i>Run-Up Records/Documentation Not Available (Emergency Power)</i>	70
<i>Missing Sprinkler Head (Fire Protection)</i>	71
<i>Missing/Damaged/Expired Extinguishers (Fire Protection)</i>	72
<i>Boiler/Pump Leaks (HVAC)</i>	73
<i>General Rust/Corrosion (HVAC)</i>	74

SECTION 4:COMMON AREAS INSPECTABLE ITEMS 75

<i>Blocked Access/Improper Storage (Electrical System)</i>	76
<i>Electrical - Frayed Wiring (Common Areas)</i>	77
<i>Electrical - Missing Covers (Common Areas)</i>	78
<i>Ceiling - Holes/Missing Tiles/Panels/Cracks (Common Areas)</i>	79
<i>Ceiling - Needs Paint (Common Areas)</i>	80
<i>Ceiling - Water Stains/Water Damage/Mold/Mildew (Common Areas)</i>	81
<i>Doors - Broken/Missing Glazing/Glass (Common Areas)</i>	82
<i>Doors - Damaged Surface (Holes/Paint/Rusting) (Common Areas)</i>	83
<i>Doors - Damaged Frames/Threshold/Lintels/Trim (Common Areas)</i>	84
<i>Doors - Damaged Hardware/Locks (Common Areas)</i>	85
<i>Doors - Deteriorated/Missing Seals (Common Areas)</i>	86
<i>Floors - Floor Covering Damaged (Common Areas)</i>	87
<i>Floors - Missing Flooring (Common Areas)</i>	88
<i>Floors - Needs Paint (Common Areas)</i>	89
<i>Floors - Rot/Deteriorated Subfloor (Common Areas)</i>	90
<i>Floors - Water Stains/Water Damage/Mold/Mildew (Common Areas)</i>	91
<i>Lighting Missing/Damaged/Inoperable Fixture (Common Areas)</i>	92
<i>Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)</i>	93
<i>Smoke Detector – Missing/Inoperable (Common Areas)</i>	94
<i>Stairs - Broken/Damaged/Missing Steps (Halls/Corridors/Stairs)</i>	95
<i>Pedestrian/Wheelchair Ramp (Halls/Corridors/Stairs)</i>	96
<i>Mailbox Missing/Damaged (Halls/Corridors/Stairs)</i>	97
<i>Graffiti (Halls/Corridors/Stairs)</i>	98
<i>Walls - Damaged/Deteriorated Trim (Common Areas)</i>	99
<i>Walls - Damaged (Common Areas)</i>	100
<i>Walls – Needs Paint (Common Areas)</i>	101
<i>Walls - Water Stains/Water Damage/Mold/Mildew (Common Areas)</i>	102
<i>Windows - Cracked/Broken/Missing Panes (Common Areas)</i>	103
<i>Windows - Damaged Window Sill (Common Areas)</i>	104
<i>Windows - Security Bars Prevent Egress (Common Areas)</i>	105
<i>HVAC - Missing/Misaligned Chimney (Common Areas)</i>	106

HVAC – Inoperable (Common Areas).....	107
HVAC - Noisy/Vibrating/Leaking (Common Areas)	108
Convection/Radiant Heat System Covers Missing/Damaged (Common Areas)	1099
HVAC - General Rust/Corrosion (HVAC)	110
Countertops - Missing/Damaged (Kitchen).....	111
Cabinets - Missing/Damaged (Kitchen)	112
GFI - Inoperable (Kitchen)(Restrooms/Pool Structures).....	113
Pool - Not Operational (Pools and Related Structures)	114
Lavatory Sink - Damaged/Missing (Restrooms/Pool Structures).....	115
Plumbing - Clogged Drains (Kitchen) (Restrooms/Pool Structures)	116
Plumbing - Leaking Faucet/Pipes (Kitchen) (Restrooms/Pool Structures)	117
Range/Stove - Missing/Damaged/Inoperable (Kitchen).....	118
Refrigerator - Missing/Damaged/Inoperable (Kitchen).....	119
Sink - Damaged/Missing (Kitchen).....	120
Restroom Cabinet - Damaged/Missing (Restrooms/Pool Structures)	121
Shower/Tub - Damaged/Missing (Restrooms/Pool Structures).....	122
Ventilation/Exhaust System - Inoperable (Restrooms/Pool Structure)	123
Water Closet/Toilet - Damaged/Clogged/Missing (Restrooms/Pool Structures)	124
Chutes Damaged/Missing Components (Trash Collection Areas)	125

SECTION 5:UNIT INSPECTABLE ITEMS 126

Bathroom Cabinets - Damaged/Missing (Bathroom)	127
Lavatory Sink - Damaged/Missing (Bathroom)	128
Plumbing - Clogged Drains (Bathroom)	129
Plumbing - Leaking Faucet/Pipes (Bathroom)	130
Shower/Tub - Damaged/Missing (Bathroom).....	131
Ventilation/Exhaust System - Inoperable (Bathroom).....	132
Water Closet/Toilet - Damaged/Clogged/Missing (Bathroom).....	133
Holes/Missing Tiles/Panels (Ceiling).....	134
Needs Paint (Ceiling).....	135
Water Stains/Water Damage/Mold/Mildew (Ceiling).....	136
Broken/Missing Glazing/Glass (Doors).....	137
Damaged Surface - Holes/Paint/Rusting (Doors)	138
Damaged Frames/Threshold/Lintels/Trim (Doors)	139
Damaged Hardware/Locks (Doors)	140
Damaged/Missing Screen/Storm/Security Door (Doors)	141
Deteriorated/Missing Seals (Entry Only) (Doors).....	142
Deteriorated/Missing Caulking/Seals (Windows).....	143
Missing Door (Door).....	144
Blocked Access to Electric Panel (Electrical System)	145
Frayed Wiring (Electrical System)	146
GFI - Inoperable (Electrical System).....	147
Floor Covering Damage (Floors)	148
Missing Flooring Tiles (Floors).....	149
Needs Paint (Floors).....	150
Rot/Deteriorated Subfloor (Floors).....	151
Water Stains/Water Damage/Mold/Mildew (Floors).....	152
Gas Fired Unit - Missing/Misaligned Chimney (Hot Water Heater)	153
Pressure Relief Valve Missing (Hot Water Heater).....	154
Rust/Corrosion (Hot Water Heater)	155
Gas Fired Unit - Missing/Misaligned Chimney (HVAC).....	156
Inoperable (HVAC).....	157
Noisy/Vibrating/Leaking (HVAC).....	158
Convection/Radiant Heat System Covers Missing/Damaged (HVAC)	159
Rust/Corrosion (HVAC)	160
Cabinets - Missing/Damaged (Kitchen)	161

<i>Countertops - Missing/Damaged (Kitchen)</i>	162
<i>Plumbing - Clogged Drains (Kitchen)</i>	163
<i>Inoperable/Not Lockable (Windows)</i>	164
<i>Cracked/Broken/Missing Panes (Windows)</i>	165
<i>Damaged Window Sill (Windows)</i>	166
<i>Plumbing - Leaking Faucets/Pipes (Kitchen)</i>	167
<i>Range/Stove - Missing/Damaged/Inoperable (Kitchen)</i>	168
<i>Refrigerator - Missing/Damaged/Inoperable (Kitchen)</i>	169
<i>Sink - Missing/Damaged (Kitchen)</i>	170
<i>Missing/Inoperable Fixture (Lighting)</i>	171
<i>Missing/Broken Cover Plates (Outlets/Switches)</i>	172
<i>Missing/Inoperable (Smoke Detector)</i>	173
<i>Broken/Damaged/Missing Steps (Stairs)</i>	174
<i>Damaged/Deteriorated Trim (Walls)</i>	175
<i>Damaged (Walls)</i>	176
<i>Needs Paint (Walls)</i>	177
<i>Water Stains/Water Damage/Mold/Mildew (Walls)</i>	178
<i>Deteriorated/Missing Caulking/Seals (Windows)</i>	179
<i>Security Bars Prevent Egress (Windows)</i>	180
SECTION 6:HEALTH AND SAFETY INSPECTABLE ITEMS	181
<i>Exposed Wires/Open Panels (Electrical Hazards)</i>	182
<i>Insects (Infestation)</i>	183
<i>Rats/Mice/Vermin (Infestation)</i>	184

Site Inspectable Items

Items to inspect for “Site” are as follows:

Fencing and Retaining Walls

Grounds

Lighting

Mailboxes/Project Signs

Market Appeal

Parking Lots/Driveways/Roads

Play Areas and Equipment

Refuse Disposal

Storm Drainage

Walkways/Stairs

Damaged or Missing Gates (Fencing and Retaining Walls)

Gate structure is damaged or missing and does not prevent passage.

This does not include gates for swimming pool fences. Gates for swimming pool fences are covered under Common Areas - Pools and Related Structures.

Note: Deficiency level depends on the fence's purpose. Perimeter/Security Fences are assessed at a higher level than interior fences.

Level Defined

Level 1: N/A

Level 2: Absence or damage to an interior fence gate which renders a gate inoperable/ineffective.

-OR-

Damage to a perimeter or a security fence gate that is still operational.

Level 3: Absence or damage to a perimeter or security gate which renders the gate inoperable/ineffective and potentially compromises safety and/or security.

COMBINED WITH "Damaged/Falling/Leaning (Fencing and Gates)"

Damaged/Falling/Leaning (Fencing and Retaining Walls)

Structure is rusted, deteriorated, uprooted presents threat to security and/or health and safety.

Note: Deficiency level depends on the fence's purpose. Perimeter/Security Fences are assessed at a higher level than interior fences.

Level Defined

Level 1: N/A

Level 2: An interior fence is damaged so that it does not satisfy its designed purpose.

-OR-

A perimeter/security fence and/or a retaining wall shows signs of deterioration, but still serves its designed purpose and presents no security/safety risk.

Level 3: A perimeter/security fence and/or a retaining wall is damaged to the point that it does not satisfy its designed purpose.

Damaged/Falling/Leaning (Fencing and Gates)

Fence and/or gate structure is rusted, deteriorated, uprooted presents threat to security and/or health and safety.

This does not include gates for swimming pool fences. Gates for swimming pool fences are covered under Common Areas - Pools and Related Structures.

Note: Deficiency level depends on the fence's purpose. Perimeter/Security Fences are assessed at a higher level than interior fences.

Level Defined

Level 1: N/A

Level 2: An interior fence and/or an interior gate is damaged so that it does not satisfy its designed purpose.

-OR-

A perimeter/security fence and/or a security fence gate shows signs of deterioration, but still serves its designed purpose and presents no security/safety risk.

Level 3: A perimeter/security fence is damaged to the point that it does not satisfy its designed purpose.

-OR-

Absence or damage to a perimeter or security gate which renders the gate inoperable/ineffective and potentially compromises safety and/or security.

Damaged/Falling/Leaning (Retaining Walls)

NEW ITEM

Damaged/Falling/Leaning (Retaining Walls)

Retaining wall structure is deteriorated, damaged, falling and/or leaning.

Level Defined

Level 1: N/A

Level 2: An retaining wall shows sign of deterioration, but still serves its design purpose and presents no safety risk.

Level 3: A retaining wall is damaged to the point that it does not satisfy its design purpose and/or presents a safety risk.

Holes (Fencing and Retaining Walls)

An opening or penetration.

Note: Some fences are not designed to keep intruders out or children in such as rail fences, and these type of fences should not be evaluated for holes.

Level Defined

Level 1: Hole is smaller than 6" X 6".

Level 2: N/A

Level 3: Hole is larger than 6" X 6" which allows passage of animals and can pose a threat to the safety of children.

Holes (Fencing and Gates)

An opening or penetration.

Note: Some fences/gates are not designed to keep intruders out or children in such as rail fences, and these type of fences/gates should not be evaluated for holes.

Level Defined

Level 1: Hole is smaller than 6" X 6".

Level 2: N/A

Level 3: Hole is larger than 6" X 6" which allows passage of animals and can pose a threat to the safety of children.

Missing Sections (Fencing and Retaining Walls)

Structure does not present an obstacle against intrusion or egress - damaged by the destruction or removal of section.

Note: Deficiency level depends on the fence's purpose. Perimeter/Security fences are assessed at a higher level than interior fences.

Level Defined

Level 1: An interior fence has section missing.

Level 2: N/A

Level 3: A perimeter/security fence has a section missing which compromises safety/security.

Missing Sections (Fencing and Gates)

Structure does not present an obstacle against intrusion or egress - damaged by the destruction or removal of section.

Note: Deficiency level depends on the fence's/gate's purpose. Perimeter/Security fences are assessed at a higher level than interior fences/gates.

Level Defined

Level 1: An interior fence has section missing.

Level 2: N/A

Level 3: A perimeter/security fence has a section missing which compromises safety/security.

Erosion Areas (Grounds)

An area subjected to natural processes, such as weathering or gravity, by which material is moved on the earth's surface.

Note: This does not include erosion from a defined storm drainage system or in a play area - This type of erosion would be covered under Site - Storm Drainage and/or Site - Play Areas and Equipment.

Level Defined

Level 1: N/A

Level 2: Visible collection of surface material indicated by visible erosion deposits leading to a degraded surface condition that would likely cause water to pool in a confined area, especially next to structures, paved areas or walkways.

Level 3: Extensive displacement of soil caused by runoff. Condition is responsible for visible damage or the potential failure of adjoining structures or systems, e.g., pipes, pavements, foundations, building, etc.

-OR-

Advanced erosion in an area which creates an unsafe pedestrian condition and/or renders an area of the grounds unusable.

Erosion/Rutting Areas (Grounds)

An area subjected to natural processes, such as weathering or gravity, by which material is moved on the earth's surface. This also includes man-made sunken tracks/ruts or grooves/depressions.

Note: This does not include erosion/rutting from a defined storm drainage system or in a play area - This type of erosion would be covered under Site - Storm Drainage and/or Site - Play Areas and Equipment.

Level Defined

Level 1: N/A

Level 2: Visible collection of surface material indicated by visible erosion deposits leading to a degraded surface condition that would likely cause water to pool in a confined area, especially next to structures, paved areas or walkways.

-OR-

A rutt/grove that is 6-8" wide by 3-5" deep.

Level 3: Extensive displacement of soil caused by runoff. Condition is responsible for visible damage or the potential failure of adjoining structures or systems, e.g., pipes, pavements, foundations, building, etc.

-OR-

Advanced erosion in an area which creates an unsafe pedestrian condition and/or renders an area of the grounds unusable.

-OR-

A rutt that is larger than 6-8" wide by 3-5" deep and has the potential to cause injury.

Overgrown/Penetrating Vegetation (Grounds)

Plant life that has infiltrated unacceptable areas and/or has grown beyond established parameters.

Level Defined

Level 1: N/A

Level 2: Vegetation is of such size or density as to make the visibility of hazards, such as broken glass, holes, etc., difficult.

-OR-

Plant life is in contact with an unintended surface, such as, buildings, gutters, walkways, roads, fences/walls, roofs, HVAC units, etc.

-OR-

Vegetation is of such size or density that it obstructs intended walkways.

Level 3: Plants have rendered visible damage to a component, area, or system of the property or have made them unusable.

Overgrown/Penetrating Vegetation (Grounds)

Plant life that has infiltrated unacceptable areas, unintended surfaces, and/or has grown beyond established parameters.

Level Defined

Level 1: N/A

Level 2: Overgrown vegetation is of such size or density as to make the visibility of hazards, such as broken glass, holes, etc., difficult.

-OR-

Plant life is in contact with or is penetrating an unintended surface, such as, buildings, gutters, fences/walls, roofs, HVAC units, etc. but visible damage is not observed.

-OR-

Overgrown vegetation is of such size or density that it obstructs the intended path of walkways/roads.

Level 3: Penetrating plants have rendered visible damage to a component, area, or system of the property or have made them unusable.

Ponding/Site Drainage (Grounds)

An accumulation of water and/or ice is observed to be collecting in a depressed area or has collected on the grounds for which ponding was not intended.

Note: This does not include detention/retention basins nor ponding on paved areas. Detention/retention basins are covered under Site - Storm Drainage and ponding on paved areas is covered under Parking Lots/Driveways/Roads.

Level Defined

Level 1: Shallow accumulation of water (less than 3 inches).

Level 2: An accumulation of water (from 3 to 5 inches in depth) that affects the use of a section of the grounds; however, the grounds are generally usable.

Level 3: An accumulation of more than 5 inches in depth.

-OR-

An accumulation that has rendered a section of the grounds unusable.

Ponding/Site Drainage (Grounds)

An accumulation of water and/or ice is observed to be collecting in a depressed area or has collected on the grounds for which ponding was not intended.

Note:

1. This does not include detention/retention basins nor ponding on paved areas (such as parking lots). Detention/retention basins are covered under Site - Storm Drainage and ponding on paved areas is covered under Parking Lots/Driveways/Roads.
2. If a measurable precipitation event has occurred within the previous 48 hours, consideration should be given to the impact on the extent of the ponding. Only determine ponding has occurred when there is clear evidence it is a persistent or long standing problem.
3. Measurable is 1/10" or greater.

Level Defined

Level 1: N/A

Level 2: An accumulation of water (from 3 to 5 inches in depth) that affects the use of a section of the grounds; however, the grounds are generally usable.

Level 3: An accumulation of more than 5 inches in depth.

-OR-

An accumulation that has rendered a large (more than 20%) section of the grounds unusable for its intended purpose, e.g. a recreational field is rendered unusable due to ponding.

Rutting (Grounds)

A man made sunken track or groove/depression.

Note: These are typically made by a car, bike or other machine.

Level Defined

Level 1: N/A

Level 2: Condition that is 6-8" wide x 3-5" deep.

Level 3: Condition larger than 6-8" wide x 3-5" deep and has the potential to cause serious injury.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards").

COMBINED WITH "Erosion"

Broken Fixtures (Lighting)

All or a portion of the lighting that is associated with the site itself. This includes lighting attached to the building which is utilized for purposes such as lighting the site. Do not include exterior lighting associated with the building.

Note: If a damaged fixture or fixtures presents a safety hazard, rate it as level 3, and record manually as a health and safety concern. This includes, but is not limited to, broken fixtures that have the potential to fall on pedestrians, or fixtures that could lead to electrocution.

Level Defined

Level 1: N/A

Level 2: Between 10% and 50% of the lighting fixtures surveyed are visibly broken. The broken portion of the system does not constitute an obvious safety hazard.

Level 3: Over 50% of the lighting fixtures surveyed are visibly broken; or the broken portion of the system constitutes an obvious safety hazard.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards" or "Hazards".)

COMBINED WITH Building Exterior "Lighting"

Missing/Broken Bulbs (Lighting)

Lamps are missing or are broken from fixtures. May include incandescent, fluorescent, mercury vapor, or others.

Note: This does not include building exterior lighting. Building exterior lighting is covered under Building Exterior - Lighting.

Level Defined

Level 1: N/A

Level 2: Between 10% and 50% of the fixtures surveyed have at least a single bulb missing or broken.

Level 3: Over 50% of the fixtures surveyed have at least a single bulb missing or broken.

Comment

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

COMBINED WITH "Building Exterior Lighting"

Mailbox Missing/Damaged (Mailbox/Project Signs)

Mailbox does not function properly due to deterioration, damage, or the mailbox is absent.

Level Defined

Level 1: Mailbox is damaged, vandalized, or deteriorated, but functional.

Level 2: N/A

Level 3: Mailbox is damaged, vandalized, or deteriorated, and as a result, is not functional.

-OR-

Mailbox is missing.

Mailbox Missing/Damaged (Mailbox/Project Signs)

Mailbox does not function properly due to damage, or the mailbox is absent.

Note: This does not include commercial (FedEx, UPS, etc.) deposit boxes. Units of this type are not to be inspected.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Mailbox lock is damaged and as a result, is not functional.

-OR-

Mailbox is missing.

Signs Missing/Damaged (Mailbox/Project Signs)

Project sign is not readable due to deterioration, damage, or is absent. This does not include locations that do not require a project sign.

Level Defined

Level 1: Sign is damaged, vandalized, or deteriorated, but readable.

Level 2: N/A

Level 3: Sign is damaged, vandalized, or deteriorated, and as a result, is not readable.

-OR-

Sign is missing.

Comments

Level 3: Missing signs should only be recorded where a sign is required. This would follow from evidence that a sign has been removed through vandalism and/or neglect, etc.

Signs/Damaged (Project Signs)

Project sign is not legible/readable due to deterioration or damage.

Level Defined

Level 1: Sign is damaged, vandalized, or deteriorated, so that the sign's written material is not legible/readable from a reasonable distance, e.g. 20 feet.

Level 2: N/A

Level 3: N/A

Graffiti (Market Appeal)

Visual observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on a building surface, retaining wall, or fence so as to be seen by the public.

Note: Do not count full wall murals and similar art forms as graffiti.

Level Defined

Level 1: Visual graffiti observed in at least one location/area.

Level 2: Graffiti observed in 2-5 locations/areas.

Level 3: Graffiti observed in 6 or more locations/areas.

Graffiti (Market Appeal)

Visual observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on a building surface, retaining wall, or fence so as to be seen by the public from a distance of 30 feet.

Note: Do not count full wall murals and similar art forms as graffiti.

Level Defined

Level 1: Visual graffiti observed in at least one location/area.

Level 2: Graffiti observed in 2-5 locations/areas.

Level 3: Graffiti observed in 6 or more locations/areas.

Litter (Market Appeal)

Subject to disorderly accumulation of objects, especially carelessly discarded trash located on the property.

Note: Excessive litter should be judged as you would view a city park in America.

Level Defined

Level 1: N/A

Level 2: Excessive litter is observed on the property.

Level 3: N/A

Litter (Market Appeal)

Subject to disorderly accumulation of objects, especially carelessly discarded trash located on the property.

Note:

1. Litter should be judged as you would view a city park in America. It should not include litter left behind in the path of a recent garbage collection.
2. If while during the inspection, accumulated litter is being collected and removed by maintenance personnel this defect would not apply.

Level Defined

Level 1: N/A

Level 2: Excessive litter is observed on the property.

Level 3: N/A

Cracks (Parking Lots/Driveways/Roads)

Visible faults in the pavement, including longitudinal, lateral, alligator, etc. This does not include cracks from settlement/heaving.

Level Defined

Level 1: N/A

Level 2: A crack which is up to ½" wide.

Level 3: A crack larger than ½" or multiple cracks accompanied by surface deterioration.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Cracks (Parking Lots/Driveways/Roads)

Visible faults in the pavement, including longitudinal, lateral, alligator, etc. Pavement that sinks and/or rises due to failure of subbase materials.

Note:

1. For parking lots only, note a deficiency if cracks are evident on more than 5% of the parking spaces.
2. For driveways/roads, note a deficiency if cracks are evident on more than 5% of the driveways/roads.
3. This does not include cracks on walkways/steps. 5% of the parking lots must be impacted for this to be a level 2 defect e.g. 50 out of 1,000 sq. ft. impacted would be a defect.
4. Relief joints are there by design and should not be considered as a crack.
5. Traffic ability should consider the capacity to support pedestrians, wheelchairs, or persons requiring the use of walkers.

Level Defined

Level 1: N/A

Level 2: Evidence of cracks (greater than ¾ of an inch), hinging/tilting and/or missing section(s) which affects traffic ability over more than 5% of the property's parking lots/driveways/roads.

Level 3: N/A

Comments

Level 3: A safety hazard exists where a height differential or more than ¾" exists.

Ponding (Parking Lots/Driveways/Roads)

A visible accumulation of water and/or ice collecting in a depression on an otherwise flat plane.

Level Defined

Level 1: Shallow accumulation of water (less than 3").

Level 2: An accumulation of water that affects the use of a section of a parking lot/driveway more than 3" in depth. Parking lot/driveway is passable.

Level 3: An accumulation of water that has rendered a parking lot/driveway unusable.

Ponding (Parking Lots/Driveways/Roads)

A visible accumulation of water and/or ice collecting in a depression on an otherwise flat plane.

Note:

1. For parking lots only, note a deficiency if ponding is evident on more than 5% of the parking spaces.
2. For driveways/roads, note a deficiency if ponding is evident on more than 5% of the driveways/roads.
3. If a measurable precipitation event has occurred within the previous 48 hours, consideration should be given to the impact on the extent of the ponding. Only determine ponding has occurred when there is clear evidence it is a persistent or long standing problem.
4. Measurable is 1/10" or greater.

Level Defined

Level 1: N/A

Level 2: An accumulation of water that affects the use of 5% or more of a parking lot/driveway and is less than 3" in depth. Parking lot/driveway is passable.

Level 3: An accumulation of water more than 3" in depth that has rendered 5% or more of a parking lot/driveway unusable or unsafe.

Potholes/Loose Material (Parking Lots/Driveways/Roads)

A hole resulting from road surface failure; or loose, freestanding aggregate material is observed resulting from deterioration.

Level Defined

- Level 1:** Failure of pavement due to potholes or loose material that has not penetrated to or exposed the subsurface.
- Level 2:** Failure of pavement due to potholes or loose material that has penetrated to or exposed the subsurface.
- Level 3:** Loose material and/or potholes that render a parking lot/driveway unusable/unpassable.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)
-

Potholes/Loose Material (Parking Lots/Driveways/Roads)

A hole resulting from road surface failure; or loose, freestanding aggregate material is observed resulting from deterioration.

Level Defined

- Level 1:** Failure of pavement due to potholes or loose material such that condition has exposed the subsurface.
- Level 2:** N/A
- Level 3:** Loose material and/or potholes that render a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians.

Comments

- Level 3:** If condition is a health and safety concern, e.g. tripping, falling due to excessive irregular surface, it must be recorded manually. (Includes but not limited to "Hazards".)

Settlement/Heaving (Parking Lots/Driveways/Roads)

Pavement that sinks and/or rises due to failure of subbase materials.

Note: If there is a visible accumulation of water and/or ice collecting in the depression, record the observation under Ponding.

Level Defined

- Level 1:** Visual indication of settlement/heaving with no visible surface cracks.
- Level 2:** Visual indication of settlement/heaving evidenced by cracks and deteriorated surface material.
- Level 3:** Settlement/Heaving that renders a parking lot/driveway unusable/unpassable and/or creates unsafe pedestrian conditions.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Settlement/Heaving (Parking Lots/Driveways/Roads)

Pavement that sinks and/or rises due to failure of subbase materials.

Note: If there is a visible accumulation of water and/or ice collecting in the depression, record the observation under Ponding.

Level Defined

- Level 1:** Visual indication of settlement/heaving evidenced by cracks and deteriorated surface material.
- Level 2:** N/A
- Level 3:** Settlement/Heaving that renders a parking lot/driveway unusable/unpassable and/or creates unsafe pedestrian and/or vehicle conditions.

Comments

- Level 3:** If condition is a health and safety concern, e.g. tripping, falling due to excessive irregular surface, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged/Broken Equipment (Play Areas and Equipment)

Forcibly fractured into pieces or shattered, incomplete, inoperable, or missing.

Level Defined

- Level 1:** Visual estimate indicates some equipment (less than 50%) does not operate correctly or is missing but poses no safety risk.
 - Level 2:** Visual estimate indicates most of the equipment (more than 50%) does not operate correctly or is missing but poses no safety risk.
 - Level 3:** Equipment poses a threat to safety capable of causing injury.
-

Damaged/Broken Equipment (Play Areas and Equipment)

Forcibly fractured into pieces or shattered, incomplete, or inoperable.

Note: Equipment that the authority states has been withdrawn from service should not be evaluated except cases where safety is still a concern (sharp edges, dangerous leaning, etc.) For example, a basketball backboard where the net and hoop have been removed from service and no safety hazard exists, would not be a deficiency.)

Level Defined

- Level 1:** Visual estimate indicates some equipment (more than 20% and less than 50%) does not operate correctly but poses no safety risk.
- Level 2:** Visual estimate indicates most of the equipment (more than 50%) does not operate correctly but poses no safety risk.
- Level 3:** Equipment poses a threat to safety capable of causing injury.

Deteriorated Play Area Surface (Play Areas and Equipment)

Damage to play area caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

Level Defined

Level 1: Up to 10% of total surveyed play area surface shows signs of deterioration.

Level 2: Deterioration of 10 to 50% of total surveyed play area surface.

Level 3: Deterioration of more than 50% of the surveyed play area surface.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually.
(Includes but not limited to "Hazards".)

Deteriorated Play Area Surface (Play Areas and Equipment)

Damage to play area caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

Level Defined

Level 1: N/A

Level 2: Deterioration of 20 to 50% of total surveyed play area surface.

Level 3: Deterioration of more than 50% of the surveyed play area surface.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually.
(Includes but not limited to "Hazards".)

Broken/Damaged Enclosure (Refuse Disposal)

The outdoor enclosed area which serves as a trash/refuse site is broken or damaged including its walls.

Note: This does not include areas not designed as trash/refuse enclosures such as curb pick-up. Address condition of slab at parking lots/driveways/roads.

Level Defined

Level 1: N/A

Level 2: A single wall or gate has holes or missing components.

Level 3: A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Broken/Damaged Enclosure-Inadequate Outside Storage Space (Refuse Disposal)

The outdoor enclosed area which serves as a trash/refuse site is broken or damaged including its walls and/or has insufficient capacity for the proper storage of refuse until disposal.

Note: This does not include areas not designed as trash/refuse enclosures such as curb pick-up. Address condition of slab at parking lots/driveways/roads.

Level Defined

Level 1: N/A

Level 2: A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling.

-OR-

Trash cannot be stored in the designated area due to under-capacity of refuse storage

Level 3: N/A

Inadequate Outside Storage Space (Refuse Disposal)

Insufficient capacity for the proper storage of refuse until disposal.

Note: This does not include curb side pick-up areas.

Level Defined

Level 1: Appearance of storage area is unsightly and needs improvement, or the area surrounding the refuse storage area is impacted by the presence of unpleasant odors.

Level 2: N/A

Level 3: Trash cannot be stored in the designated area due to under-capacity of refuse storage.

COMBINED WITH “Broken/Damaged Enclosure (Refuse Disposal)”

Damaged/Broken/Cracked (Storm Drainage)

Separated into pieces. Broken, but not into parts (fractured).

Level Defined

Level 1: N/A

Level 2: Visible structural damage/failure impacting the system's effectiveness. Significant visible fracture evidence by large, visible cracks.

Level 3: Visible deterioration or failure of a large section yielding an inoperable system.

COMBINED WITH "Debris/Obstruction/Sediment (Storm Drainage)"

Debris/Obstruction/Sediment (Storm Drainage)

Partial or complete blockage by broken or collapsed pipe, infiltration of tree roots, accumulation of sediment, or other obstructions.

Level Defined

Level 1: N/A

Level 2: Accumulation of debris or sediment which causes or has the estimated potential of significantly reducing the flow of storm water.

Level 3: Complete blockage of the system due to accumulation of a large quantity of debris causing backups into adjacent area(s).

Damaged/Obstructed (Storm Drainage)

The storm drains are structurally unsound, have debris accumulation or blockage or present other safety hazards.

Level Defined

Level 1: N/A

Level 2: Partial blockage of the system due to accumulation of a large quantity of debris causing backup into adjacent area(s).

Level 3: Complete blockage or failure of a large segment of the system due to accumulation of a large quantity of debris causing backups into adjacent area(s) or failure of section of drainage system so as to adversely affect intended run off course.

Cracks/Settlement/Heaving (Walkways/Steps)

Visible faults in the pavement, including longitudinal, lateral, alligator, etc. Pavement that sinks and/or rises due to failure of subbase materials.

Note: This does not include cracks on parking lots/driveways or roads.

Level Defined

Level 1: N/A

Level 2: Evidence of cracks or other defects which do not affect traffic ability.

Level 3: Cracks/hinging/tilting and/or missing sections that affect traffic ability.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Cracks/Settlement/Heaving (Walkways/Steps)

Visible faults in the pavement, including longitudinal, lateral, alligator, etc. Pavement that sinks and/or rises due to failure of subbase materials.

Note:

1. This does not include cracks on parking lots/driveways or roads. 5% of the walkways must be impacted for this to be a level 2 defect e.g. 50 feet out of 1,000 feet impacted would be a defect.
2. Relief joints are there by design and should not be considered as a crack.
3. Traffic ability should consider the capacity to support pedestrians, wheelchairs, or persons requiring the use of walkers.

Level Defined

Level 1: N/A

Level 2: Evidence of cracks (greater than $\frac{3}{4}$ of an inch), hinging/tilting and/or missing section(s) which affects traffic ability over more than 5% of the property's walkways/steps.

Level 3: N/A

Comments

Level 3: A safety hazard exists where a height differential or more than $\frac{3}{4}$ " exists.

Spalling (Walkways/Steps)

A concrete or masonry walkway that is flaking, chipping or crumbling, possibly exposing underlying reinforcing material.

Level Defined

Level 1: Small areas, (4" X 4" or less), of walkway/stairs are affected.

Level 2: N/A

Level 3: Large areas, (greater than 4" X 4"), of walkway/stairs are impacted and affects traffic ability.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Spalling (Walkways/Steps)

A concrete or masonry walkway that is flaking, chipping or crumbling, possibly exposing underlying reinforcing material and 5% or more of the property's walkways/steps, e.g. 50 feet out of 1,000 feet impacted would be a defect.

Note: Traffic ability should consider the capacity to support pedestrians, wheelchairs, or persons requiring the use of walkers.

Level Defined

Level 1: Small area, (4" X 4" or less), of walkway/stairs are affected and exceeds 5% of the walkways/steps.

Level 2: Large areas, (greater than 4" X 4"), of walkway/stairs are impacted which affect traffic ability and exceeds 5% of the walkways/steps.

Level 3: N/A

Building Exterior Inspectable Items

Items to inspect for “Building Exterior” are as follows:

Doors

Fire Escapes

Foundations

Lighting

Roofs

Walls

Windows

Broken/Missing Glazing/Glass (Doors)

The glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.

Level Defined

- Level 1:** For one or more doors, glazing is inadequate to secure glass, but door is usable and presents no immediate security risk.
- Level 2:** N/A
- Level 3:** For at least one door, the operation, function, or security of the door is destroyed by the missing or broken glazing and/or glass. One door in this condition is sufficient to classify the door system as level 3.

COMBINED WITH “Damaged Surface (Holes/Paint/Rusting) (Doors)”

Damaged Frames/Threshold/Lintels/Trim (Doors)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Level Defined

- Level 1:** A single door's frame/threshold/lintel and/or trim is damaged but does not hinder door operation. The damaged door frame does not prevent door from being locked.
- Level 2:** More than one door has the level 1 damage defined above.
- Level 3:** At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)
-

Damaged Frames/Threshold/Lintels/Trim (Doors)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Note: Damage to a door's hardware including locks, hinges, etc. should be recorded under "Doors-Damage Hardware/Locks."

Level Defined

- Level 1:** N/A
- Level 2:** At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.
- Level 3:** Level 2 damage as defined above affects an entry or fire/emergency door.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Damaged Hardware/Locks (Doors)

The attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Level Defined

- Level 1:** A single door's hardware, as defined above, is damaged but does not hinder current door operation. The door functions, is lockable, and the door's panic hardware is operable.
- Level 2:** More than one door has level 1 damaged hardware as defined above.
- Level 3:** A single door is rendered inoperable and/or unlockable due to damage to the door's hardware.
- OR-
- A single door's panic hardware is not operable.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged Hardware/Locks (Doors)

The attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note: For doors designed with locks, the locks should work. Doors designed without locks should not be recorded as defective for not having a lock.

Level Defined

- Level 1:** N/A
- Level 2:** A single door is rendered inoperable and/or unlockable due to damage to the door's hardware.
- Level 3:** A single door's panic hardware is not operable.
- OR-
- An entry or fire/emergency door has level 2 damage as defined above.

Damaged Surface (Holes/Paint/Rusting) (Doors)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security. Includes holes, peeling/cracking/no paint, or significant rust.

Level Defined

Level 1: Any one door has either: small holes (less than ¼ inch in diameter); cracking/peeling paint; and/or the door or its components are rusting.

Level 2: If more than one door has level 1 surface damage as defined above.

-OR-

Any single door that has a hole or holes ranging in size from 1/4 inch up to 1 inch in diameter.

Level 3: Any single door has a hole or holes larger than 1 inch in diameter, or significant peeling/cracking/no paint or rust that affects the integrity of the door surface.

Damaged Surface (Holes/Paint/Rusting/Glass) (Doors)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security. Includes holes, peeling/cracking/no paint, broken glass, or significant rust.

Level Defined

Level 1: N/A

Level 2: Any single interior door that has a hole or holes ranging in size from 1/4 inch up to 1 inch in diameter.

Level 3: Any single door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, rust that affects the integrity of the door surface, or broken/missing glass in door

-OR-

An entry or fire/emergency door has level 2 damage defined above.

Damaged/Missing Screen/Storm/Security Door (Doors)

Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

Level Defined

- Level 1:** One or more screen/storm doors has damage or is missing screens/glass.
 - Level 2:** One or more security doors has damage, but is still operational and the security door still serves its design purpose.
 - Level 3:** A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)
-

Damaged/Missing Screen/Storm/Security Door (Doors)

Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

Level Defined

- Level 1:** One or more screen/storm doors has damage or door is missing screens/glass as evidenced by empty frame.
- Level 2:** N/A
- Level 3:** A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)

Deteriorated/Missing Caulking/Seals (Doors)

Sealant and stripping designed to provide weather resistance or caulking is missing or deteriorated.

Level Defined

Level 1: For a single door, missing or deteriorated caulk is confined to small areas with no evidence of damage to the door and/or surrounding structure.

Level 2: For a single door, missing or deteriorated caulk is consistently evident for the majority of the door with no evidence of damage to the door and/or surrounding structure.

-OR-

Two or more of the doors surveyed have level 1 deficiencies.

Level 3: For at least one door, missing or deteriorated caulking is evident along with evidence of leaks or damage to the door or surrounding structure; or more than half the total door surveyed have level 1 caulking deficiencies.

-OR-

The seal is missing.

Deteriorated/Missing Caulking/Seals (Doors)

Sealant and stripping designed to provide weather resistance or caulking is missing or deteriorated.

Note: This defect applies to entry doors that were designed with seals. Doors which show evidence that a seal was never incorporated into its design should not be recorded as being defective.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: For a single entry door, the seals are missing. Seals are damaged to the point that they no longer serve their intended purpose.

Blocked Egress/Ladders (Fire Escapes)

Any part of the fire escape, including ladders, is visibly blocked in a way that limits or restricts clear egress.

Note: This may include actual fire escapes themselves, fire towers, windows on the ground floor level that would be used in case of an emergency, etc.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Items are stored or barriers are present such that clear egress is restricted or blocked.

Cracks/Gaps (Foundations)

Visible split in the exterior of the lowest structural wall.

Note: Cracks that show evidence of water penetration should be evaluated here.

Level Defined

Level 1: Visible hairline cracks that do not appear to provide opportunity for water penetration.-OR-

Level 1 broken pieces from settlement (e.g., a single brick).

Level 2: Cracks that exceed 1/8" in width or depth. May also provide opportunities for water penetration.-OR-

Large pieces, such as numerous bricks, that are separated from the wall/floor.

Level 3: Large cracks or gaps visibly estimated to exceed 3/8" in width or depth possibly indicating a serious structural problem.-OR-

Cracks that are the full depth of the wall and/or provide opportunity for water penetration.-OR-

Wall/floor sections that are broken apart.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Cracks/Gaps (Foundations)

Visible split in the exterior of the lowest structural wall.

Note: Cracks that show evidence of water penetration should be evaluated here.

Level Defined

Level 1: N/A

Level 2: Cracks that exceed 1/8" width by 1/8" depth by 6" length. -OR-

Large pieces, such as numerous bricks that are separated or missing from the wall/floor.

Level 3: Large cracks or gaps visibly estimated to exceed 3/8" width by 3/8" depth by 6" length possibly indicating a serious structural problem.-OR-

Cracks that are the full depth of the wall and/or provide opportunity for water penetration.-OR-

Wall/floor sections that are broken apart.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Spalling/Exposed Rebar (Foundations)

The concrete or masonry wall that is flaking, chipping, or crumbling possibly exposing underlying reinforcing material (rebar).

Level Defined

Level 1: Spalling is confined to areas affecting less than 10% of the foundation wall area inspected.

Level 2: Obvious large spalled area(s) affecting 10% to 50% of any individual foundation wall.

Level 3: Obvious significant spalled area(s) affecting 50% or more of any individual foundation wall.

-OR-

Spalling which causes any reinforcing material (rebar or other) to be exposed.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Spalling/Exposed Rebar (Foundations)

The concrete or masonry wall that is flaking, chipping, or crumbling possibly exposing underlying reinforcing material (rebar).

Level Defined

Level 1: N/A

Level 2: Obvious large spalled area(s) affecting 10% to 50% of any individual foundation wall.

Level 3: Obvious significant spalled area(s) affecting 50% or more of any individual foundation wall.

-OR-

Spalling which causes any reinforcing material (rebar or other) to be exposed.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Broken Fixtures (Lighting)

All or a portion of the lighting that is associated with the building itself. This does not include lighting attached to the building utilized for purposes such as lighting the site.

Note: If a damaged fixture or fixtures presents a safety hazard, rate it as level 3, and record manually as a health and safety concern. This includes, but is not limited to, broken fixtures that have the potential to fall on pedestrians, or fixtures that could lead to electrocution.

Level Defined

Level 1: N/A

Level 2: Between 10% and 50% of the lighting fixtures surveyed are visibly broken. The broken portion of the system does not constitute an obvious safety hazard.

Level 3: Over 50% of the lighting fixtures surveyed are visibly broken; or the broken portion of the system constitutes an obvious safety hazard.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards" or "Hazards".)

Broken Fixtures/Bulbs (Lighting)

All or a portion of the lighting that is associated with the building itself. This includes lighting attached to the building utilized for purposes such as lighting the site. Lighting not directly attached to a specific building should be assigned to the nearest building.

Note: If a damaged fixture(s) or bulb(s) presents a safety hazard, rate it as level 3, and record manually as a health and safety concern. This includes, but is not limited to, broken fixtures and/or bulbs that have the potential to fall on pedestrians, or fixtures that could lead to electrocution.

Level Defined

Level 1: N/A

Level 2: Between 20% and 50% of the lighting fixtures and/or bulbs surveyed are visibly broken or missing. The broken portion of the system does not constitute an obvious safety hazard.

Level 3: Over 50% of the lighting fixtures and/or bulbs surveyed are visibly broken or missing; or the broken portion of the system constitutes an obvious safety hazard.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards" or "Hazards".)

Missing/Broken Bulbs (Lighting)

Lamps are missing or broken from fixtures. May include incandescent, fluorescent, mercury vapor, or others.

Note: This does not include SITE Lighting. Site Lighting is covered under Site – Lighting.

Level Defined

Level 1: N/A

Level 2: Between 10% and 50% of the fixtures surveyed have at least a single bulb visibly missing or broken.

Level 3: Over 50% of the fixtures surveyed have at least a single bulb visibly missing or broken.

Comments

Level 2: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Electrical Hazards”.)

COMBINED WITH “Broken Fixtures (Lighting)”

Damaged/Clogged Drains (Roofs)

The drainage system does not effectively remove water.

Note: Generally, this deficiency applies to flat roofs. This does not include gutters and downspouts. Refer to Building Exterior - Roofs - Missing Components from Downspouts/Gutters.

Level Defined

Level 1: N/A

Level 2: Debris around or in a drain is observed with no evidence of ponding observed.

-OR-

Drain is damaged but still functions.

Level 3: Debris around or in a drain is observed with evidence of ponding observed.

-OR-

Damage is such that drain no longer functions.

Comments

Level 3: Inspection by roofing specialist is recommended if doubt of the severity of the condition exists.

Damaged/Clogged Drains (Roofs)

The drainage system does not effectively remove water.

Note: Generally, this deficiency applies to flat roofs. This does not include gutters and downspouts. Refer to Building Exterior - Roofs - Missing Components from Downspouts/Gutters.

If a measurable precipitation event has occurred within the previous 48 hours, consideration should be given to the impact on the extent of the ponding. Only determine ponding has occurred when there is clear evidence it is a persistent or long standing problem.

Level Defined

Level 1: N/A

Level 2: Debris around or in a drain is observed with no evidence of ponding observed.

-OR-

Drain is damaged or partially clogged with debris but the drain system still functions.

No evidence of ponding is observed.

Level 3: Drain is damaged or clogged from debris such that the drain no longer functions (as evidenced by ponding).

Comments

Level 3: Inspection by roofing specialist is recommended if doubt of the severity of the condition exists.

Damaged Soffits/Fascia (Roofs)

Soffit fascia and/or associated components are damaged. May provide visible opportunity for water penetration or other damage from natural elements.

Level Defined

- Level 1:** Damage to soffit/fascia is visible but no obvious opportunities for water penetration are observed.
- Level 2:** N/A
- Level 3:** Soffits/Fascia are missing (from where required) or damaged so that water penetration is visibly possible.

Comments

- Level 3:** Inspection by roofing specialist is recommended if doubt of the severity of the condition exists.
-

Damaged Soffits/Fascia (Roofs)

Soffit fascia, soffit vents and/or associated components are damaged. May provide visible opportunity for water penetration or other damage from natural elements.

Level Defined

- Level 1:** Damage to soffit/fascia is visible but no obvious opportunities for water penetration are observed.
- Level 2:** N/A
- Level 3:** Soffits/Fascia are missing (from where required) or damaged so that water penetration is visibly possible.

Comments

- Level 3:** Inspection by roofing specialist is recommended if the level of the condition warrants further inspection.

Damaged Vents (Roofs)

Damaged vents on or extending through the roof surface or components are damaged and/or missing. Vents may include, but is not limited to, ridge vents, soffit vents, gable vents, plumbing vents, or gas vent.

Note: This does not include exhaust fans located on the roof. Exhaust fans are covered under Building Systems - Exhaust.

Level Defined

Level 1: The vents are visibly damaged but do not present an obvious risk to promote subsequent roof damage.

Level 2: N/A

Level 3: Vents are missing or visibly damaged to the extent that subsequent roof damage is possible.

Damaged Vents (Roofs)

Damaged vents on or extending through the roof surface or components are damaged and/or missing. Vents may include, but is not limited to, ridge vents, gable vents, plumbing vents, or gas vent.

Note: This does not include exhaust fans located on the roof or soffit vents. Exhaust fans are covered under Building Systems - Exhaust. Soffit vents are covered under Roofs-Damaged Soffits/Fascia.

Level Defined

Level 1: The vents are visibly damaged but do not present an obvious risk to promote subsequent roof damage.

Level 2: N/A

Level 3: Vents are missing or visibly damaged to the extent that subsequent roof damage is possible.

Damaged/Torn Membrane/Missing Ballast (Roofs)

Visible rip or wear in the membrane. Includes punctures, holes, cracks, blistering, and separated seams.

Note: Includes flashing.

Level Defined

Level 1: N/A

Level 2: Ballast has shifted and no longer performs function.

Level 3: Visible damage to the membrane with visible signs of current damage and/or leaks.

Comments

Level 3: Inspection by roofing specialist is recommended if doubt of severity of the condition exists.

Damaged/Torn Membrane/Missing Ballast (Roofs)

Visible rip or tear in the membrane or flashing. Includes punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen and similar materials are all subject to tear/puncture.

Note: Includes flashing.

Level Defined

Level 1: N/A

Level 2: Ballast has shifted and no longer performs function.

Level 3: Visible signs of damage to the membrane that may result in water penetration.

Comments

Level 3: Inspection by roofing specialist is recommended if the level of the condition warrants further inspection.

Missing/Damaged Components from Downspout/Gutter (Roofs)

Components of the drainage system are visibly missing or damaged. The system includes gutters, leaders, downspouts, splashblocks and drain openings.

Note: This does not include clogged drains. Refer to Building Exterior - Roofs - Clogged Drains.

Level Defined

Level 1: Splashblocks are missing or damaged.

Level 2: N/A

Level 3: Drainage system components are visibly missing or damaged providing opportunities for damage to the roof, structure, exterior wall surface, interior, or surrounding grounds.

Missing/Damaged Components from Downspout/Gutter (Roofs)

Components of the drainage system are visibly missing or damaged. The system includes gutters, leaders, downspouts, splashblocks and drain openings.

Note: This does not include clogged drains. Refer to Building Exterior - Roofs - Clogged Drains.

Level Defined

Level 1: Splashblocks are missing or damaged.

Level 2: Drainage system components are visibly missing or damaged with no visible damage to the roof, structure, exterior wall surface or interior.

Level 3: Drainage system components are visibly missing or damaged and causing visible damage to the roof, structure, exterior wall surface or interior.

Missing/Damaged/Shingles (Roofs)

The shingles are missing or damaged which includes, but is not limited to, cracking, warping, cupping or deteriorated.

Note: A square is defined as 100 square feet.

Level Defined

Level 1: N/A

Level 2: Up to 2 squares of surface material or shingles are missing.

Level 3: More than 2 squares of shingles are observed to be missing from surveyed roofing areas.

Missing/Damaged/Shingles (Roofs)

The shingles are missing or damaged which includes, but is not limited to, cracking, warping, cupping or deteriorated.

Note: A square is defined as 100 square feet.

Level Defined

Level 1: Up to 1 square of surface material or shingles are missing.

Level 2: One to 2 squares of surface material or shingles are missing.

Level 3: More than 2 squares of shingles are observed to be missing from surveyed roofing areas.

Comments

Level 3: Inspection by roofing specialist is recommended if the level of the condition warrants further inspection.

Ponding (Roofs)

Evidence of areas of standing water exists.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Evidence of standing water on roof causing potential or visible damage to roof surface or underlying materials.

Comments

Level 3: Inspection by roofing specialist is recommended if doubt of the severity of the condition exists.

Ponding (Roofs)

Evidence of areas of standing water exists (e.g. roof depression, mold ring, or effervescence water ring)

Note:

1. If a measurable precipitation event has occurred within the previous 48 hours, consideration should be given to the impact on the extent of the ponding. Only determine ponding has occurred when there is clear evidence it is a persistent or long standing problem.
2. Measurable is 1/10" or greater.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Evidence of standing water on roof causing potential or visible damage to roof surface or underlying materials.

Comments

Level 3: Inspection by roofing specialist is recommended if the level of the condition warrants further inspection..

Cracks/Gaps (Walls)

Visible split, separation, or gap in the exterior walls.

Level Defined

- Level 1:** Crack that is less than 1/8 inch in width or depth.
- Level 2:** Crack that exceeds 1/8 inch in width or depth. May also provide opportunities for water penetration.
-OR-
Pieces, such as numerous bricks, that are separated from the wall.
- Level 3:** Large crack or gap visibly estimated to exceed 3/8 inch in width or depth possibly indicating a serious structural problem.
-OR-
Crack that is the full depth of the wall and/or provides opportunity for water penetration.
-OR-
Wall sections that are broken apart.

Comments

- Level 3:** Request an inspection by a structural engineer if doubt about severity exists.

Cracks/Gaps (Walls)

Visible split, separation, or gap in the exterior walls.

Note: The cracks/gaps defect and the missing pieces/holes/spalling defect should not both be recorded. Only record one of these two defects if both conditions exist.

Level Defined

- Level 1:** N/A
- Level 2:** Crack that exceeds 1/8" width by 1/8" depth by 6" length.
-OR-
Pieces, such as numerous bricks, that are separated from the wall.
- Level 3:** Large crack or gap visibly estimated to exceed 3/8" in width or depth and 6" in length possibly indicating a serious structural problem.
-OR-
Crack that is the full depth of the wall and/or provides opportunity for water penetration.
-OR-
Wall sections that are broken apart.

Comments

- Level 3:** Request an inspection by a structural engineer if the level of the condition warrants further inspection.

Damaged Chimneys (Walls)

The chimney, including the portion extending above the roof line, has separated from the wall or has cracks, spalling, missing pieces, or broken sections.

Level Defined

Level 1: N/A

Level 2: Surface of chimney is cracking, spalling, or otherwise showing visible surface damage.

Level 3: Part or all of the chimney has visibly separated from the adjacent wall. Cracked or fallen pieces or sections may currently be present or there is a risk of falling pieces creating a safety hazard.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards")

Damaged Chimneys (Walls)

The chimney, including the portion extending above the roof line, has separated from the wall or has cracks, spalling, missing pieces, or broken sections.

Level Defined

Level 1: N/A

Level 2: Surface of chimney is showing visible surface damage with more than one piece of wall, such as a few bricks or a section of siding, or holes that affects an area larger than 4" by 4".

Level 3: Part or all of the chimney has visibly separated from the adjacent wall. Cracked or fallen pieces or sections may currently be present or there is a risk of falling pieces creating a safety hazard.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards")

Missing Pieces/ Holes/Spalling (Walls)

Deterioration, such as missing pieces, holes or spalling in the exterior wall surface. May also be attributed to rotting materials; or, concrete, stucco, or masonry wall is flaking, chipping, or crumbling.

Level Defined

Level 1: N/A

Level 2: Any missing piece, such as, a single brick or section of siding, or hole.

-OR-

Deterioration that affects an area up to 8 1/2' x 11".

Level 3: Deterioration that causes any reinforcing material (re-bar) to be exposed.

-OR-

More than one missing piece, such as a few bricks, or section of siding or holes that affects an area larger than 8 1/2" x 11".

-OR-

Any size hole that completely penetrates the exterior wall.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Missing Pieces/ Holes/Spalling (Walls)

Deterioration, such as missing pieces, holes or spalling in the exterior wall surface. May also be attributed to rotting materials; or, concrete, stucco, or masonry wall is flaking, chipping, or crumbling.

Level Defined

Level 1: N/A

Level 2: Any missing piece, such as, a single brick or section of siding, or hole larger than 1/2" in diameter.

-OR-

Deterioration that affects an area up to 8 1/2' x 11".

Level 3: Deterioration that causes any reinforcing material (re-bar) to be exposed.

-OR-

More than one missing piece, such as a few bricks, or section of siding or holes that affects an area larger than 8 1/2" x 11".

-OR-

Any size hole that completely penetrates the exterior wall.

Comments

Level 3: Request an inspection by a structural engineer if the level of the condition warrants further inspection.

Damaged/Missing Screens (Windows)

Screen is punctured, torn, is otherwise damaged or is missing.

Level Defined

Level 1: Screen has significant punctures, tears, is otherwise damaged or is missing.

Level 2: N/A

Level 3: N/A

Damaged/Missing Screens (Windows)

Screen is punctured, torn, is otherwise damaged or is missing.

Level Defined

Level 1: Three or more screens per building have punctures/tears or are otherwise damaged or are missing.

Level 2: N/A

Level 3: N/A

Damaged Sills/Frames/Lintels/Trim (Windows)

Window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration.

Level Defined

Level 1: N/A

Level 2: Damage does not affect the window's intended operation.

Level 3: Damage affects the window's intended operation.

Damaged Sills/Frames/Lintels/Trim (Windows)

Window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration.

Note: Damage does not include scratches and cosmetic deficiencies.

Level Defined

Level 1: Sills/frames/lintels/trim is damaged but still present. The inside of the surrounding wall is not exposed. No impact to window operation/functionality or weather tightness is visually apparent.

Level 2: Sills/frames/lintels/trim is missing, or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.

Level 3: N/A

Missing/Deteriorated Caulking/Glazing Compound (Windows)

Caulking or glazing compound to provide weather resistance is missing or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Level Defined

Level 1: Missing or deteriorated caulk or glazing compound is confined to small areas with no evidence of damage to the window and/or surrounding structure.

Level 2: Missing or deteriorated caulk or glazing compound is consistently evident for the majority of the window with no evidence of damage to the window and/or surrounding structure.

-OR-

2 or more of the windows surveyed have level 1 deficiencies.

Level 3: Evidence of leaks or damage to the window or surrounding structure.

Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows)

Caulking or glazing compound to provide weather resistance is missing or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Deteriorated caulk or seals is defined when two or more seals for any given window have lost their elasticity. Crumbling and flaking of the seals when touched would be an indication of inelasticity.

Level Defined

Level 1: N/A

Level 2: Missing or deteriorated caulk or glazing compound is consistently evident for the majority of the window with no evidence of damage to the window and/or surrounding structure.

Level 3: Missing or deteriorated caulk or seals are observed with evidence of leaks or damage to the window or surrounding structure.

Security Bars Prevent Egress (Windows)

Security bars are damaged, constructed or installed, such that egress is severely limited or impossible.

Note: This does not include windows not designed or intended for egress.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

NO CHANGE TO DEFINITION-DATABASE CORRECTION

Deteriorated/Missing Caulking/Seals (Windows)

Sealant and stripping designed to provide weather resistance or caulking is missing or deteriorated.

Level Defined

- Level 1:** For a single window, missing or deteriorated caulk is confined to small areas with no evidence of damage to the window and/or surrounding structure.
- Level 2:** For a single window, missing or deteriorated caulk is consistently evident for the majority of the window with no evidence of damage to the window and /or surrounding structure.
- OR-
- 2 or more of the windows surveyed have level 1 deficiencies.
- Level 3:** For at least one window, missing or deteriorated caulking is evident along with evidence of leaks or damage to the window surrounding structure; or more than half of the total windows surveyed have level 1 caulking deficiencies.
-

COMBINED WITH “Missing/Deteriorated Caulking/Glazing Compound (Windows)”

Building Systems Inspectable Items

Items to inspect for “Building Systems” are as follows:

Domestic Water

Electrical System

Elevators

Emergency Power

Exhaust System

Fire Protection

HVAC

Sanitary System

Leaking Central Water Supply (Domestic Water)

Water visibly leaking from any water system component. Includes valve flanges, stems, bodies, hose bibbs or from any domestic water tank or its pipe or pipe connections.

Note: This includes both hot and cold water.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Water is visibly leaking.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Leaking Central Water Supply (Domestic Water)

Water visibly leaking from any water system component. Includes valve flanges, stems, bodies, hose bibbs or from any domestic water tank or its pipe or pipe connections.

Note:

1. This includes both hot and cold water systems but does not include fixtures. Fixtures should be addressed in dwelling units or common areas.
2. Some pumps and valves are designed to leak as a normal function, particularly in fire pumps, water pressure pumps, and large circulating pumps and should be considered accordingly.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Water is visibly leaking.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Misaligned/ Damaged Ventilation System (Domestic Water)

The ventilation system on a gas/oil fired water heater is misaligned.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any misalignment which may cause improper or dangerous venting of exhaust gases.

THIS ITEM HAS NOT BEEN CHANGED

Missing Pressure Relief Valve (Domestic Water)

Pressure relief valve on central hot water heating system is not present.

Note: This does not include the pipe from the PRV to the floor.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: No pressure relief valve present.

Missing Pressure Relief Valve (Domestic Water)

Pressure relief valve on central hot water heating system is not present and/or does not extend to the floor.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: No pressure relief valve is present or does not extend to the floor.

Rust/Corrosion on Central Water Components (Domestic Water)

The material condition of the equipment and/or associated piping shows evidence of flaking, discoloration, pitting or crevices.

Level Defined

Level 1: N/A

Level 2: Significant formations of metal oxides are visible or a noticeable pit or crevice has developed.

Level 3: Condition has rendered equipment and/or piping inoperable.

THIS ITEM HAS BEEN DELETED

Blocked Access/Improper Storage (Electrical System)

The placing of any object that will delay or prevent access to any panelboard or main power switch.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more items are placed in front of the building systems' electrical panel.

Blocked Access/Improper Storage (Electrical System)

The placing of a fixed obstruction or item of sufficient size and weight that will delay or prevent the access to any panelboard or main power switch in an emergency.

Note:

1. If locked and access can be gained quickly by authorized personnel it should not be recorded as a deficiency.
2. Such areas should be reviewed for the presence of hazardous materials and if found, should be recorded as a Health and Safety- Flammable Materials.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more fixed items or items of sufficient size and weight are placed in front of the building systems' electrical panel that could impede accessibility in time of an emergency.

Frayed Wiring (Electrical System)

Insulation may be frayed, stripped, or removed resulting in a potentially dangerous condition.

Note: This does not include any wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation that expose any conducting wire.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Frayed Wiring (Electrical System)

Nicks, abrasions or fraying of the insulation that results in exposed wires.

Note: This would not be a defect for wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation that expose any conducting wire.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Missing BreakersMissing Covers (Electrical System)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Cover is missing resulting in exposed visible electrical connections.

Missing Covers (Electrical System)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Note: In case of abandoned wiring where identified by accompanying authority, capped wires do not pose a risk and should not be recorded as a defect.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Cover is missing resulting in exposed visible electrical connections.

Not Operable (Elevators)

Elevator will not ascend or descend. Door will not open or close. Door opens without cab being present.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any elevator that is either inoperable or doors open without cab present.

Not Operable (Elevators)

Elevator will not ascend or descend. Door will not open or close. Door opens without cab being present.

Note: Some elevators are designed/programmed for special applications, e.g. stop at every floor. For these special cases, the elevator is serving its designed purpose and is therefore not deficient.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any elevator that is either inoperable or doors open without cab present.

Run-Up Records/Documentation Not Available (Emergency Power)

Records are not properly maintained or available

Level Defined

Level 1: N/A

Level 2: Current records (within the last 12 months) are lost but old records demonstrate proper use.

Level 3: No records are available.

THIS ITEM HAS NOT BEEN CHANGED

Missing Sprinkler Head (Fire Protection)

Any sprinkler head connected to the central fire protection system is missing, visibly disabled, blocked, and/or capped.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any sprinkler head is missing, visibly disabled, blocked, and/or capped.

Missing Sprinkler Head (Fire Protection)

Any sprinkler head or its components connected to the central fire protection system is missing, visibly disabled, painted over, blocked, and/or capped.

Note: Components include test plugs, drains, and test fittings.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any sprinkler head is missing, visibly disabled, painted over, blocked, and/or capped.

Missing/Damaged/Expired Extinguishers (Fire Protection)

A portable fire extinguisher is not in its proper location, is damaged or the extinguisher certification has expired.

Note: This includes fire hoses in fire cabinets.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Missing or damaged extinguisher, or expired extinguisher certificate is observed.

Missing/Damaged/Expired Extinguishers (Fire Protection)

A portable fire extinguisher is not in its proper location, is damaged or the extinguisher certification has expired.

Note:

1. This includes missing/damaged fire hoses where fire cabinets are present.
2. For buildings with multiple fire control systems, e.g. standpipes, sprinklers, etc., 5% or less of the extinguishers for a given building must be missing, damaged, and/or expired. In such cases do not record as a deficiency.
3. In cases where inspection tag is missing, accompanying authority may produce proof of current fire extinguisher certification during the REAC inspection. In such cases do not record a deficiency for a missing tag.

Level Defined

Level 1: For any building with only a single fire control system, 5% or less of the fire extinguishers are missing/damaged/expired.

Level 2: For any building between 5% and 10% of the fire extinguishers are missing/damaged/expired.

Level 3: For any building with more than 10% of the fire extinguishers are missing/damaged/expired.

-OR-

There is not an operable/non-expired fire extinguisher on each floor.

Boiler/Pump Leaks (HVAC)

Escaping of water/steam from unit casing or system piping.

Note: This does not include fuel supply leaks. See Building Systems - HVAC fuel supply leaks. Also, don't include steam escaping from pressure relief valves.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Visible leak is observed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Include but not limited to "Hazards".)

Boiler/Pump Leaks (HVAC)

Escaping of water/steam from unit casing or system piping.

Note: This does not include fuel supply leaks. See Building Systems - HVAC fuel supply leaks. Also, don't include steam escaping from pressure relief valves.

Level Defined

Level 1: Visible water or steam leak in piping or pump packing.

Level 2: N/A

Level 3: Water or steam leak in piping or pump packing failure such that the system/pump(s) should be shut down.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Include but not limited to "Hazards".)

General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, discoloration, pitting or crevices.

Level Defined

Level 1: N/A

Level 2: Significant formations of metal oxides are visible or a noticeable pit or crevice has developed.

Level 3: Condition has rendered equipment and/or piping inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Included but not limited to "Hazards".)

General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, discoloration, pitting or crevices.

Level Defined

Level 1: N/A

Level 2: Significant formations of metal oxides, significant flaking, discoloration are visible or a noticeable pit or crevice has developed.

Level 3: Condition has rendered equipment and/or piping inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Included but not limited to "Hazards".)

Common Areas Inspectable Items

Items to inspect for “Common Areas” are as follows:

Basement/Garage/Carport

Office

Closet/Utility/Mechanical

Other Community Spaces

Community Room

Patio/Porch/Balcony

Day Care

Pools and Related Structures

Halls/Corridors/Stairs

Restrooms/Pool Structures

Kitchen

Storage

Laundry Room

Trash Collection Areas

Lobby

Blocked Access/Improper Storage (Electrical System)

The placing of any object that will delay or prevent access to any panelboard or main power switch.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more items are placed in front of the common area's electrical panel, impeding accessibility in time of an emergency.

Blocked Access to Electric Panel (Electrical System)

The placing of a fixed obstruction or item of sufficient size and weight that will delay or prevent the access to any panelboard switch in an emergency.

Note: An easily removed item (such as a picture) should be not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more fixed items or items of sufficient size and weight are placed in front of the unit's electrical panel that could impede accessibility in time of an emergency

Electrical - Frayed Wiring (Common Areas)

Insulation may be frayed, stripped, or removed resulting in a potentially dangerous condition.

Note: This does not include any wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Electrical - Frayed Wiring (Common Areas)

Nicks, abrasions or fraying of the insulation that results in exposed wires.

Note: This would not be deficiency for any wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation that results in exposed wires.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Electrical - Missing Covers (Common Areas)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Cover is missing resulting in exposed visible electrical connections.

Electrical - Missing Covers (Common Areas)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Note: In case of abandoned wiring where identified by accompanying authority, capped wires do not pose a risk and should not be recorded as a defect.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Cover is missing resulting in exposed visible electrical connections.

Ceiling - Holes/Missing Tiles/Panels/Cracks (Common Areas)

Punctures in the ceiling surface. May or may not penetrate completely. Panels or tiles may be missing or damaged.

Level Defined

Level 1: Small holes or missing tile/panel found in a ceiling, visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it).

Level 2: A hole or missing tile/panel is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it).

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Level 3: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Ceiling - Holes/Missing Tiles/Panels/Cracks (Common Areas)

Punctures in the ceiling surface that may or may not penetrate completely. Panels or tiles are missing or damaged.

Level Defined

Level 1: Small holes visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it) or 3 more missing tiles/panels.

Level 2: A hole is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it) or 4 or more missing tiles/panels.

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Level 3: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Ceiling - Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Level Defined

Level 1: Peeling paint is observed. The condition exists on 1 to 2 ceilings within CA.

Level 2: Visual estimate indicates that more than 2 ceilings within the CA have peeling paint or are in need of paint.

Level 3: N/A

Ceiling - Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Level Defined

Level 1: Peeling paint is observed. The condition exists on 1 to 4 ceilings within CA.

Level 2: Visual estimate indicates that more than 4 ceilings within the CA have peeling paint or are in need of paint.

Level 3: N/A

Ceiling - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (less than 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.
- Level 2:** For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.-OR-
Visual observations estimate that 10% to 50% of the ceiling area has level 1 damage.
- Level 3:** Visual observations estimate that a large portion (50% of its surface area) of one ceiling has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed. -OR-
Cases where visual observations estimate that more than 50% of the ceiling area shows level 1 defined signs of damage, stains, mold, or mildew.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)
-

Ceiling - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (between 1 and 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.
- Level 2:** For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.-OR-
Visual observations estimate that 10% to 50% of the ceiling area has level 1 damage.
- Level 3:** Visual observations estimate that a large portion (50% of its surface area) of one ceiling has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed. -OR-
Cases where visual observations estimate that more than 50% of the ceiling area shows level 1 defined signs of damage, stains, mold, or mildew.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)

Doors - Broken/Missing Glazing/Glass (Common Areas)

The glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.

Level Defined

- Level 1:** For one or more doors, glazing is inadequate to secure glass, but door is usable and presents no immediate security risk.
- Level 2:** N/A
- Level 3:** For at least one door, the operation, function, or security of the door is destroyed by the missing or broken glazing and/or glass. One door in this condition is sufficient to classify the door system as level 3.
-

COMBINED WITH “Doors- Damaged Surface (Holes/Paint/Rusting) (Common Areas)”

Doors - Damaged Surface (Holes/Paint/Rusting) (Common Areas)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security or privacy. Includes holes, peeling/cracking/no paint, or significant rust.

Note: A restroom, fire door, or entry door impacted is level 3.

Level Defined

Level 1: Any one door has either: small holes (less than ¼ inch in diameter); cracking/peeling paint; and/or the door or its components are rusting.

Level 2: If more than one door has level 1 surface damage as defined above.

-OR-

Any single door that has a hole or holes ranging in size from ¼ inch up to 1 inch diameter.

Level 3: Any single door has a hole or holes larger than 1 inch in diameter or significant peeling/cracking/no paint or rust that affects the integrity of the door surface.

Doors - Damaged Surface (Holes/Paint/Rusting/Glass) (Common Areas)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security or privacy. Includes holes, peeling/cracking/no paint, broken glass, or significant rust.

Note: A restroom, fire door, or entry door impacted is level 3.

Level Defined

Level 1: N/A

Level 2: Any single door that has a hole or holes ranging in size from ¼ inch up to 1 inch diameter.

Level 3: Any single door has a hole or holes larger than 1 inch in diameter or significant peeling/cracking/no paint, rust that affects the integrity of the door surface or broken/missing glass in door.

Doors - Damaged Frames/Threshold/Lintels/Trim (Common Areas)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Level Defined

Level 1: A single door's frame/threshold/lintel and/or trim is damaged but does not hinder door operation. The damaged door frame does not prevent door from being locked.

Level 2: More than one door has the level 1 damage defined above.

Level 3: At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

-OR-

Level 1 damage as defined above affects a restroom, entry, or fire door.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Doors - Damaged Frames/Threshold/Lintels/Trim (Common Areas)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Note: Damage to a door's hardware including locks, hinges, etc. should be recorded under "Doors-Damaged Hardware/Locks."

Level Defined

Level 1: N/A

Level 2: At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

Level 3: Level 2 damage as defined above affects a restroom, entry, or fire door.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Doors - Damaged Hardware/Locks (Common Areas)

The attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Level Defined

- Level 1:** A single door's hardware, as defined above, is damaged but does not hinder current door operation. The door functions, is lockable, and the door's panic hardware is virtually intact.
- Level 2:** More than one door has level 1 damaged hardware as defined above.
- Level 3:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)
-

Doors - Damaged Hardware/Locks (Common Areas)

The attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

1. For doors with locks, the locks should work. Doors designed without locks or interior doors where lock is removed should not be recorded as defective for not having a lock.
2. Some 504 units have had locks removed. List of units relative to 504/FH/ADA should be provided to the inspector prior to the start of the inspection. In these cases a missing lock should not be recorded as a deficiency.

Level Defined

- Level 1:** A single closet door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.
- Level 2:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.
- Level 3:** Level 2 damage as defined above affects a restroom, entry, or fire door.

Doors - Deteriorated/Missing Seals (Common Areas)

The seals and stripping around the door(s) designed to provide fire resistance are damaged or missing.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: For a single door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Doors - Deteriorated/Missing Seals (Common Areas)

The seals and stripping around the door(s) designed to provide fire resistance are damaged or missing.

Note: This defect applies to entry doors that were designed with seals. Doors which show evidence that a seal was never incorporated into its design should not be recorded as being defective.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: For a single entry door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Floors - Floor Covering Damaged (Common Areas)

Damage to the carpet, tiles, wood, sheet vinyl, or other floor covering.

Level Defined

Level 1: For a single floor, floor covering may have stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams. The covering is fully functional. Visual observation estimates that less than 10% of the floor area is affected. Does not present a safety hazard.

Level 2: Visual observations estimate that 10% to 50% of the floors having level 1 damage as described above are affected.

Level 3: For a single floor, large sections of the covering are damaged estimated at more than 50% of the floor area.

-OR-

Floor covering damage that exposes the underlying material.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Floors - Floor Covering Damaged (Common Areas)

Damage to the carpet, tiles, wood, sheet vinyl, or other floor covering.

Level Defined

Level 1: For a single floor, floor covering may have stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams. The covering is fully functional. Visual observation estimates that between 5% and 10% of the floor area is affected. Does not present a safety hazard.

Level 2: Visual observations estimate that 10% to 50% of the floors having level 1 damage as described above are affected.

Level 3: For a single floor, large sections of the covering are damaged estimated at more than 50% of the floor area.

-OR-

Floor covering damage that exposes the underlying material.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Floors - Missing Flooring (Common Areas)

Flooring such terrazo, hardwood, ceramic tile or other flooring material is missing.

Level Defined

- Level 1:** For a single floor small holes in areas of the floor surface. Visual observations estimate less than 10% of the floors surveyed are affected. No safety problems exist due to this condition.
 - Level 2:** Visual observations estimate 10% to 50% of the floors have level 1 holes/damage. No safety problem exists due to this condition.
 - Level 3:** Visual observations estimate more than 50% of the floors are affected by level 1 holes/damage; or the holes are sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as level 3.
-

Floors - Missing Flooring (Common Areas)

Flooring such terrazo, hardwood, ceramic tile or other flooring material is missing.

Level Defined

- Level 1:** For a single floor small holes in areas of the floor surface. Visual observations estimate between 5% and 10% of the floors surveyed are affected. No safety problems exist due to this condition.
- Level 2:** Visual observations estimate 10% to 50% of the floors have level 1 holes/damage. No safety problem exists due to this condition.
- Level 3:** Visual observations estimate more than 50% of the floors are affected by level 1 holes/damage; or the holes are sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as level 3.

Floors - Needs Paint (Common Areas)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Note: This applies to any painted floor surface, typically concrete.

Level Defined

Level 1: For a single floor, a peeling condition exists. Up to or less than 50% of the floor is affected.

Level 2: For a single floor, a peeling condition exists. More than 50% of the floor is affected.

Level 3: N/A

Floors - Needs Paint (Common Areas)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Note: This applies to any public painted floor surface, typically concrete.

Level Defined

Level 1: Area affected is between 1 and 4 sq.ft.

Level 2: Area affected is more than 4 sq.ft.

Level 3: N/A

Floors - Rot/Deteriorated Subfloor (Common Areas)

Subfloor has decayed or is decaying.

Level Defined

Level 1: N/A

Level 2: Condition is slightly noticeable. Small areas of rot or spongy flooring are found. Inspection observations estimate less than 10% of the floors are affected.

Level 3: Large areas of rot are readily visible. Application of weight causes noticeable deflection. Inspection observations estimate more than 10% of floors are affected.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Floors - Rot/Deteriorated Subfloor (Common Areas)

Subfloor has decayed or is decaying.

Level Defined

Level 1: N/A

Level 2: Small areas (between 1 and 4 sq. ft.) of rot are found.

Level 3: Large areas (between 1 and 4 sq. ft.) of rot are readily visible. Application of weight causes noticeable deflection.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Floors - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: N/A

Level 2: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (4 sq. ft. or less). Water may or may not be evident. Visual observations estimate that less than 10% of the floors are affected.

Level 3: Visual observations estimate that a large portion (more than 10%) of one or more floors has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, moist areas and flaking are evident. The floor surface may have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Floors - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: N/A

Level 2: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (between 1 and 4 sq. ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the floors are affected.

Level 3: Visual observations estimate that a large portion (more than 4 sq.ft.) of one or more floors has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, moist areas and flaking are evident. The floor surface may have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Lighting Missing/Damaged/Inoperable Fixture (Common Areas)

Lighting fixture is damaged, inoperable, or missing.

Level Defined

Level 1: N/A

Level 2: The permanent lighting fixture are missing or damaged so they do not operate, resulting in inadequate lighting in this area.

Level 3: N/A

Lighting Missing/Damaged/Inoperable Fixture (Common Areas)

Lighting fixture is damaged, inoperable, or missing.

Note: Many facilities, as part of energy conservation, have only alternate lights operational during daytime or in low use areas and may be triggered by either a sensor or a timer. If an inspector experiences these conditions they should ask the accompanying authority to verify that these conservation systems are in place.

Level Defined

Level 1: N/A

Level 2: 20%-50% of the permanent lighting fixtures are missing or damaged so they do not operate, resulting in inadequate lighting in the common area(s).

Level 3: More than 50% of the permanent lighting fixtures are missing or damaged so they do not operate, resulting in inadequate lighting in the common area(s).

Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)

The flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist. Switch or outlet is missing.

Level Defined

Level 1: Outlet or switch has broken cover plate which does not result in exposed wiring.

Level 2: N/A

Level 3: An outlet or switch is missing.

-OR-

A cover plate is missing or broken resulting in exposed wiring.

Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)

The flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist. Switch or outlet is missing.

Level Defined

Level 1: Outlet or switch has a broken cover plate over a junction box which does not result in exposed wiring.

Level 2: N/A

Level 3: An outlet or switch is missing.

-OR-

A cover plate is missing or broken resulting in exposed wiring.

Smoke Detector – Missing/Inoperable (Common Areas)

Smoke detector will not activate, or is missing.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: A single missing or inoperable smoke detector is level 3.

Smoke Detector – Missing/Inoperable (Common Areas)

Smoke detector will not activate or a hardwired smoke detector is missing.

Note:

1. If present it must operate. Missing is defined by the fact that evidence suggests that a hardwired smoke detector should be present but has been removed by unauthorized personnel.
2. If 2 or more smoke detectors are on the same level and are in a visible proximity, at least one of the smoke detectors must operate.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: A single missing or inoperable smoke detector is level 3 as reflected in notes above.

Stairs - Broken/Damaged/Missing Steps (Halls/Corridors/Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Step is broken, damaged or missing.

Stairs - Broken/Damaged/Missing Steps (Halls/Corridors/Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Step is broken or missing.

Pedestrian/Wheelchair Ramp (Halls/Corridors/Stairs)

NEW ITEM

Pedestrian/Wheelchair Ramp (Halls/Corridors/Stairs)

A pedestrian walkway or wheelchair ramp associated with a specific building is damaged or unusable.

Level Defined

Level 1: N/A

Level 2: Walkway/ramp shows signs of deterioration and requires repair but it is usable by pedestrians and/or wheelchair or walker.

Level 3: Walkway/ramp is damaged so that it is unusable by pedestrians and/or individuals in need of a wheelchair or walker.

Mailbox Missing/Damaged (Halls/Corridors/Stairs)

Mailbox does not function properly due to deterioration, damage, or is absent.

Level Defined

Level 1: Mailbox is damaged, vandalized, or deteriorated, but functional.

Level 2: N/A

Level 3: Mailbox is damaged, vandalized, or deteriorated, and as a result, is not functional.

-OR-

Mailbox is missing.

Mailbox Missing/Damaged (Halls/Corridors/Stairs)

Mailbox does not function properly due to damage, or the mailbox is absent.

Note: This does not include commercial (FedEx, UPS, etc.) deposit boxes. Units of this type are not to be inspected.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Mailbox lock is damaged and as a result, is not functional.

-OR-

Mailbox is missing.

Graffiti (Halls/Corridors/Stairs)

Visual observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on walls, floors, ceilings, etc.

Note: Do not count full wall murals and similar art forms as graffiti.

Level Defined

Level 1: Visual graffiti observed in at least one location/area.

Level 2: Graffiti observed in 2-5 locations/areas.

Level 3: Graffiti observed in 6 or more locations/areas.

Graffiti (Halls/Corridors/Stairs)

Visual observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on a building surface, retaining wall, or fence so as to be seen by the public from a distance of 30 feet.

Note: Do not count full wall murals and similar art forms as graffiti.

Level Defined

Level 1: Visual graffiti observed in at least one location/area.

Level 2: Graffiti observed in 2-5 locations/areas.

Level 3: Graffiti observed in 6 or more locations/areas.

Walls - Damaged/Deteriorated Trim (Common Areas)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Level Defined

- Level 1:** Small areas of deterioration in the trim surfaces. Visual observations estimate that less than 10% of the wall area surveyed is affected.
 - Level 2:** Large areas of deterioration in the trim surfaces. Visual observation estimate that 10% to 50% in any of the wall area surveyed is affected.
 - Level 3:** Significant areas of deterioration in the wall surfaces. Visual observations estimate that more than 50% of the wall area surveyed is affected.
-

Walls - Damaged/Deteriorated Trim (Common Areas)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Note: List of 504/FH/ADA buildings/units should be provided to the inspector prior to the start of the inspection. In these cases superficial surface/paint damage caused by wheelchairs, walkers, or medical devices should not be recorded as a deficiency.

Level Defined

- Level 1:** Small areas of deterioration in the trim surfaces. Visual observations estimate that between 5% and 10% of the wall area surveyed is affected.
- Level 2:** Large areas of deterioration in the trim surfaces. Visual observation estimate that 10% to 50% in any of the wall area surveyed is affected.
- Level 3:** Significant areas of deterioration in the wall surfaces. Visual observations estimate that more than 50% of the wall area surveyed is affected.

Walls - Damaged (Common Areas)

Punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.

Level Defined

Level 1: A hole missing tile/panel, or other damage found in a wall, visually estimated at no larger than 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Level 2: A hole missing tile/panel or other damage wall that is larger than a sheet of paper (8 1/2 x 11).

-OR-

A crack greater than 1/8' in wide and a minimum of 11" long.

Level 3: A hole of any size is found in one or more walls which fully penetrates into an adjoining room (can see through the hole).

-OR-

Two or more walls have level 2 holes.

Walls - Damaged (Common Areas)

Punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.

Level Defined

Level 1: A hole missing tile/panel, or other damage found in a wall, visually estimated between 1 inch in diameter but no larger than 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Level 2: A hole missing tile/panel or other damage wall that is larger than a sheet of paper (8 1/2 x 11).

-OR-

A crack greater than 1/8' in wide and a minimum of 11" long.

Level 3: A hole of any size is found in one or more walls which fully penetrates into an adjoining room (can see through the hole).

-OR-

Two or more walls have level 2 holes.

Walls – Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated.

Level Defined

Level 1: Area affected is less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Walls – Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated.

Note: List of 504/FH/ADA buildings/units should be provided to the inspector prior to the start of the inspection. In these cases superficial surface/paint damage caused by wheelchairs, walkers, or medical devices should not be recorded as a deficiency.

Level Defined

Level 1: Area affected is between 1 and 4 square feet on 2 or more walls.

Level 2: Area affected is greater than 4 square feet on any wall(s).

Level 3: N/A

Walls - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: For a single wall, visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area. (less than 4 sq. ft. by visual estimate). Water may or may not be evident.

Level 2: For a single wall, visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.

Level 3: Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall system as level 3.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one area shows signs of water damage, stains, mold, or mildew.

Walls - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: Visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area (between 1 and 4 sq. ft. by visual estimate). Water may or may not be evident.

Level 2: Visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.

Level 3: Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall system as level 3.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one area shows signs of water damage, stains, mold, or mildew.

Windows - Cracked/Broken/Missing Panes (Common Areas)

Glass or pane is cracked, broken or missing.

Level Defined

Level 1: Cracked window pane is observed.

Level 2: N/A

Level 3: Glass pane is broken or missing.

Windows - Cracked/Broken/Missing Panes (Common Areas)

Glass or pane is cracked, broken or missing from window sash.

Level Defined

Level 1: Cracked window pane is observed.

Level 2: N/A

Level 3: Glass pane is broken or missing from window sash.

Windows - Damaged Window Sill (Common Areas)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Level Defined

- Level 1:** Sill is damaged but still present. The inside of the surrounding wall is not exposed. No impact to window operation or weather tightness is visually apparent.
- Level 2:** Sill is missing or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
- Level 3:** N/A
-

Windows - Damaged Window Sill (Common Areas)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Note: Damage does not include scratches and cosmetic deficiencies.

Level Defined

- Level 1:** Sill is damaged in but still is present. The inside of the surrounding wall is not exposed. No impact to window operation/functionality or weather tightness is visually apparent.
- Level 2:** Sill is missing, or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
- Level 3:** N/A

Windows - Security Bars Prevent Egress (Common Areas)

Security bars are damaged, constructed or installed such that egress is severely limited or impossible.

Note: This does not include windows not designed or intended for egress.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

NO CHANGE TO DEFINITION-DATABASE CORRECTION

HVAC - Missing/Misaligned Chimney (Common Areas)

The exhaust system on a gas/oil fired unit is misaligned.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any misalignment which causes improper or dangerous venting of gases.

THIS ITEM HAS NOT BEEN CHANGED

HVAC – Inoperable (Common Areas)

The heating, cooling, or ventilation system is inoperable.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The HVAC does not function, providing neither necessary heating or cooling as designed. System does not respond when the controls are engaged.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Hazards”.)

HVAC – Inoperable (Common Areas)

The heating, cooling, or ventilation system is inoperable.

Note:

1. HVAC system may not operate due to seasonal conditions. In such cases do not record a deficiency.
2. Statement may be validated by resident survey process.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The HVAC does not function, providing neither necessary heating or cooling as designed. System does not respond when the controls are engaged.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Hazards”.)

HVAC - Noisy/Vibrating/Leaking (Common Areas)

The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Level Defined

Level 1: N/A

Level 2: The HVAC system exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the area.

Level 3: N/A

HVAC - Noisy/Vibrating/Leaking (Common Areas)

The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Level Defined

Level 1: The HVAC system exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the area.

Level 2: N/A

Level 3: N/A

Convection/Radiant Heat System Covers Missing/Damaged (Common Areas)

Convection/Radiant heat system cover is missing or damaged.

Level Defined

Level 1: N/A

Level 2: One or more covers are damaged, impeding proper heating, but not creating any type of safety hazard.

Level 3: One or more covers are missing, or substantially not installed, enabling exposure to burn, fan or other potentially serious hazards.

Convection/Radiant Heat System Covers Missing/Damaged (Common Areas)

Convection/Radiant heat system cover is missing or damaged thereby producing a potential for a burn or related injury.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more covers are missing, or substantially damaged so as to allow contact with heating/surface elements or associated fans.

Comments

Level 3: When system is operational during an inspection and a level 3 condition is observed, i.e. a real hazard exists, it must be recorded manually (includes but is not limited to "Hazards").

HVAC - General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, discoloration, pitting or crevices.

Level Defined

Level 1: N/A

Level 2: Significant formations of metal oxides are visible or a noticeable pit or crevice has developed.

Level 3: Condition has rendered equipment and/or piping inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

HVAC - General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting or crevices.

Level Defined

Level 1: Superficial surface rust.

Level 2: Significant formations of metal oxides, significant flaking, or discoloration are visible or a noticeable pit or crevice has developed.

Level 3: Condition has rendered equipment and/or piping inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Countertops - Missing/Damaged (Kitchen)

A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Level Defined

- Level 1:** Counter-top surface is discolored; materials have begun to separate or level 1 scratching and chipping is present.
 - Level 2:** Surface shows advanced stage of deterioration and/or scratching, chipping.
 - Level 3:** Countertop working surface is missing or deteriorated and/or damaged and does not provide a sanitary surface to prepare food.
-

Countertops - Missing/Damaged (Kitchen)

A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Level Defined

- Level 1:** N/A
- Level 2:** 20% or more of the countertop working surface is missing or deteriorated and damaged through to and including the level below the laminate and thus does not provide a sanitary surface to prepare food.
- Level 3:** N/A

Cabinets - Missing/Damaged (Kitchen)

A case, box or piece of furniture with sets of drawers or shelves, with doors, primarily used for storage, mounted on walls or mounted on floors.

Level Defined

- Level 1:** Cabinet is discolored; materials have begun to separate or level 1 scratching and chipping is present. Cabinet assembly is present; up to two cabinets may be only marginally functional.
 - Level 2:** Several (up to 50%) cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
 - Level 3:** A significant number (more than 50%) of cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
-

Cabinets - Missing/Damaged (Kitchen)

A case, box or piece of furniture with sets of drawers or shelves, with doors, primarily used for storage, mounted on walls or mounted on floors.

Level Defined

- Level 1:** N/A
- Level 2:** Between 10% and 50% of cabinets, doors, and/or shelves are either missing or laminate is separating.
- Level 3:** More than 50% of cabinets, doors, and/or shelves are either missing or laminate is separating.

GFI - Inoperable (Kitchen)(Restrooms/Pool Structures)

GFI is present and inoperable.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: GFI is present and is found inoperable.

GFI - Inoperable (Kitchen)(Restrooms/Pool Structures)

GFI is present and inoperable.

Note: Operability will only be determined by hitting the self test button contained within the GFI unit.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: GFI is present and is found inoperable.

Pool - Not Operational (Pools and Related Structures)

Pool was not in operation during the inspection.

Note: If not operational due to seasonal changes the observation should still be recorded that the pool was not in operation.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Pool was observed not to be operational.

Pool - Not Operational (Pools and Related Structures)

Pool was not in operation during the inspection.

Note: If the pool is open for the applicable season, it should be operational. If the pool is not operational due to seasonal conditions it should not be recorded as a defect.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Pool was observed not to be operational.

-OR-

Pool/Pool Area has conditions which pose a threat to safety capable of causing injury.

Lavatory Sink - Damaged/Missing (Restrooms/Pool Structures)

Sink, faucet, or accessories are missing, damaged or inoperable.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in the basin. Sink is still usable.

Level 2: N/A

Level 3: Absence or failure of the sink and/or associated hardware. Sink is unusable.

Lavatory Sink - Damaged/Missing (Restrooms/Pool Structures)

Sink, faucet, or accessories are missing, damaged or inoperable.

Note: A missing stopper in a common area should not be recorded as a deficiency.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in over 50% of the basin. Sink is still usable.

Level 2: N/A

Level 3: Absence or failure of the sink and/or associated hardware. Sink is unusable.

Plumbing - Clogged Drains (Kitchen) (Restrooms/Pool Structures)

Water does not drain adequately in shower, sink, tub or basin.

Level Defined

Level 1: Water does not drain freely when stopper is disengaged. Sink is usable.

Level 2: N/A

Level 3: Drain is completely clogged or has suffered extensive deterioration. Sink is not usable.

Plumbing - Clogged Drains (Kitchen) (Restrooms/Pool Structures)

Water does not drain adequately in shower, sink, tub or basin.

Level Defined

Level 1: Water does not drain freely. Sink is usable.

Level 2: N/A

Level 3: Drain is completely clogged or has suffered extensive deterioration. Sink is not usable.

Plumbing - Leaking Faucet/Pipes (Kitchen) (Restrooms/Pool Structures)

Sink faucet or piping leaks.

Level Defined

Level 1: Leak or drip that is contained by basin. Faucet is usable.

Level 2: N/A

Level 3: Faucet leak and surrounding area is adversely affected.

-OR-

Piping leaks and surrounding area is adversely affected.

Plumbing - Leaking Faucet/Pipes (Kitchen) (Restrooms/Pool Structures)

Sink faucet or piping leaks.

Level Defined

Level 1: Leak or drip that is contained by basin/pipes. Faucet is usable.

Level 2: N/A

Level 3: Leak is steady and surrounding area is adversely affected.

-OR-

Faucet/pipe is not usable.

Range/Stove - Missing/Damaged/Inoperable (Kitchen)

Unit is absent or damaged.

Level Defined

Level 1: Unit's surface is dented, chipped or scratched. Operation of doors or drawers is impeded but stove is operational. Burner is misaligned and flame is not distributed equally. Pilot light is out on one or more burners.

Level 2: N/A

Level 3: The unit is missing, or any burners and/or oven is inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Range/Stove - Missing/Damaged/Inoperable (Kitchen)

Unit is absent or damaged.

Note: List of units relative to 504/FH/ADA should be provided to the inspector prior to the start of the inspection. In these cases disconnected or partially disconnected ranges/stoves should not be recorded as a deficiency.

Level Defined

Level 1: Operation of doors or drawers is impeded but stove is operational. On gas ranges, flame is not distributed equally. Pilot light is out on one or more burners.

Level 2: One burner is inoperable.

Level 3: The unit is missing, or 2 or more burners and/or the oven is inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards").

Refrigerator - Missing/Damaged/Inoperable (Kitchen)

The refrigerator does not perform adequately.

Level Defined

Level 1: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

-OR-

Operation of doors or drawers is impeded but refrigerator is operational.

Level 2: N/A

Level 3: Refrigerator is missing or does not cool at all.

Refrigerator - Damaged/Inoperable (Kitchen)

The refrigerator does not perform adequately.

Level Defined

Level 1: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

Level 2: N/A

Level 3: Refrigerator does not cool adequately for the safe storage of food.

Sink - Damaged/Missing (Kitchen)

Sink, faucet or accessories are missing, damaged, or inoperable.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in the basin. Sink & hardware are still usable for food preparation.

Level 2: N/A

Level 3: Sink or hardware is missing or is totally unusable.

Sink – Missing/Damaged (Kitchen)

Sink, faucet or hardware accessories are missing, damaged, or inoperable.

Note: A missing stopper in a common area should not be recorded as a deficiency.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in 50% or more of the basin. Sink & hardware are still usable for food preparation.

Level 2: N/A

Level 3: Sink or hardware is missing or is totally unusable.

Restroom Cabinet - Damaged/Missing (Restrooms/Pool Structures)

Damaged or missing cabinets, vanity tops, drawers, shelves, and doors to include medicine cabinets and vanities.

Level Defined

- Level 1:** One or more cabinets/vanities have missing and/or damaged shelves, vanity tops, drawers, and/or doors, but all cabinets are fully usable.
- Level 2:** N/A
- Level 3:** One or more cabinets are missing or are not usable for storage due to their poor condition.
-

Restroom Cabinet - Damaged/Missing (Restrooms/Pool Structures)

Damaged or missing: cabinets; vanity tops; drawers; shelves, and doors. Includes medicine cabinets and vanities.

Level Defined

- Level 1:** Cabinet or vanity has missing and/or damaged shelves, vanitytops, drawers, and/or doors, such as to not be functional for usable storage or its intended purpose.
- Level 2:** N/A
- Level 3:** N/A

Shower/Tub - Damaged/Missing (Restrooms/Pool Structures)

Shower/tub or components are damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Presence of extensive discoloration and/or cracks in the basin. Shower/tub is usable.

Level 3: Absence or failure of the shower, tub, faucets or drains and/or associated hardware. Shower or tub are unusable for any reason.

Shower/Tub - Damaged/Missing (Restrooms/Pool Structures)

Shower/tub or components are damaged or non-existent.

Note: A missing stopper in a common area should not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: Presence of extensive discoloration and/or cracks in over 50% of the basin. Shower/tub is usable.

Level 3: Failure of the shower, tub, faucets or drains. Shower or tub is unusable for any reason.

Ventilation/Exhaust System - Inoperable (Restrooms/Pool Structure)

Failure of apparatus to exhaust air.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Exhaust fan is inoperable or restroom window cannot be opened.

Ventilation/Exhaust System - Inoperable (Restrooms/Pool Structure)

Failure of apparatus to exhaust air.

Note: If a bathroom fan was never present it should not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: Exhaust fan is inoperable or bathroom window cannot be opened.

Level 3: N/A

Water Closet/Toilet - Damaged/Clogged/Missing (Restrooms/Pool Structures)

Water closet/toilet is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Fixture elements, such as but not limited to the seat, the flush handle, the cover, etc., are missing or damaged.

Level 3: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect.

Water Closet/Toilet - Damaged/Clogged/Missing (Bathroom)

Water closet/toilet is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Fixture elements, such as but not limited to the seat, the flush handle, the cover etc., are missing or damaged.

-OR-

Toilet seat is cracked or hinge is broken.

Level 3: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect

Chutes Damaged/Missing Components (Trash Collection Areas)

Structure that is utilized to direct garbage into the appropriate storage container. Components include but are not limited to the chute, the chute door.

Note: Do not evaluate the door that leads to the trash room.

Level Defined

Level 1: N/A

Level 2: Substantially reduced capacity to dispose of refuse.

Level 3: Broken or inadequate collection structure causes garbage to backup into chutes. Compactors or components have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Chutes Damaged/Missing Components (Trash Collection Areas)

Structure that is utilized to direct garbage into the appropriate storage container. Components include but are not limited to the chute, the chute door.

Note: Do not evaluate the door that leads to the trash room.

Level Defined

Level 1: N/A

Level 2: Broken or inadequate collection structure causes garbage to backup into chutes. Compactors or components, as defined above, have failed.

Level 3: N/A

Unit Inspectable Items

Items to inspect for “Unit” are as follows:

Bathroom

Kitchen

Call-for-Aid

Lighting

Ceiling

Outlets/Switches

Doors

Patio/Porch/Balcony

Electrical System

Smoke Detector

Floors

Stairs

Hot Water Heater

Walls

HVAC System

Windows

Bathroom Cabinets - Damaged/Missing (Bathroom)

Damaged or missing cabinets, vanitytops, drawers, shelves, and doors. Includes medicine cabinets and vanities.

Level Defined

Level 1: Cabinet or vanity has missing and/or damaged shelves, vanitytops, drawers, and/or doors, but is fully usable.

Level 2: N/A

Level 3: Cabinet is missing or is not usable for storage due to its poor condition.

Bathroom Cabinets - Damaged/Missing (Bathroom)

Damaged or missing cabinets, vanitytops, drawers, shelves, and doors. Includes medicine cabinets and vanities.

Level Defined

Level 1: Cabinet or vanity has missing and/or damaged shelves, vanitytops, drawers, and/or doors, such as to not be functional for usable storage or its intended purpose.

Level 2: N/A

Level 3: N/A

Lavatory Sink - Damaged/Missing (Bathroom)

Basin (sink) that shows signs of deterioration, distress, and/or is non-existent.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in the basin. Sink is still usable.

Level 2: N/A

Level 3: Absence or failure of the sink and/or associated hardware. Sink is unusable.

Lavatory Sink - Damaged/Missing (Bathroom)

Basin (sink) that shows signs of deterioration, distress, and/or is non-existent.

Note: If the stopper is visible in vicinity of shower/tub area it should not be recorded as a defect.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in over 50% of the basin or a stopper is missing. Sink is still usable.

Level 2: N/A

Level 3: Absence or failure of the sink and/or associated hardware. Sink is unusable.

Plumbing - Clogged Drains (Bathroom)

Water does not drain adequately in shower, tub, or basin (sink).

Level Defined

- Level 1:** Water does not drain freely when stopper is disengaged; however, sink or tub is usable.
 - Level 2:** N/A
 - Level 3:** Drain is completely clogged or has suffered extensive deterioration. Sink or tub is not usable.
-

Plumbing - Clogged Drains (Bathroom)

Water does not drain adequately in shower, tub, or basin (sink).

Level Defined

- Level 1:** Water does not drain freely. Sink is usable.
- Level 2:** N/A
- Level 3:** Drain is completely clogged or has suffered extensive deterioration. Sink is not usable.

Plumbing - Leaking Faucet/Pipes (Bathroom)

Basin, shower, water closet, or tub faucet and/or associated pipes leak water.

Level Defined

Level 1: Leak or drip that is contained by basin. Plumbing fixture is usable.

Level 2: N/A

Level 3: Leak is steady and surrounding area is adversely affected.

-OR-

Piping leaks and surrounding area is adversely affected.

Plumbing - Leaking Faucet/Pipes (Bathroom)

Basin, shower, water closet, or tub faucet and/or associated pipes leak water.

Level Defined

Level 1: Leak or drip that is contained by basin. Faucet/Pipe is usable.

Level 2: N/A

Level 3: Leak is steady and surrounding area is adversely affected.

-OR-

Faucet/Pipe is not usable.

Shower/Tub - Damaged/Missing (Bathroom)

Shower/tub or components are damaged or non-existent.

Note: This does not include Leaks.

Level Defined

Level 1: N/A

Level 2: Presence of extensive discoloration and/or cracks in the basin. Shower/Tub is usable.

Level 3: Absence or failure of the shower, tub, faucets or drains and/or associated hardware. Shower or tub is unusable for any reason.

Shower/Tub - Damaged/Missing (Bathroom)

Shower/tub or components are damaged or non-existent.

Note:

1. This does not include Leaking Faucet/Pipes. This includes associated hardware such as grab bars, shower doors.
2. If the stopper is visible in vicinity of shower/tub area it should not be recorded as a defect.

Level Defined

Level 1: A stopper is missing.

Level 2: Presence of extensive discoloration and/or cracks in over 50% of the basin. Shower/Tub is usable.

Level 3: Absence or failure of the shower, tub, faucets or drains and/or associated hardware. Shower or tub is unusable for any reason.

Ventilation/Exhaust System - Inoperable (Bathroom)

Failure of apparatus to exhaust air.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Exhaust fan is inoperable or bathroom window cannot be opened.

Ventilation/Exhaust System - Inoperable (Bathroom)

Failure of apparatus to exhaust air.

Note:

1. Exhaust fan cover blocked by resident should not be recorded as a deficiency as long as the fan is operable.
2. Fans disconnected by a resident will be judged as operable if they can be immediately reconnected for purposes of inspection.
3. If a bathroom fan was never present it should not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: Exhaust fan is inoperable or bathroom window cannot be opened.

Level 3: N/A

Water Closet/Toilet - Damaged/Clogged/Missing (Bathroom)

Water closet/toilet is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Fixture elements, such as but not limited to the seat, the flush handle, the cover etc., are missing or damaged.

-OR-

Toilet runs constantly.

Level 3: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect.

Water Closet/Toilet - Damaged/Clogged/Missing (Bathroom)

Water closet/toilet is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Fixture elements, such as but not limited to the seat, the flush handle, the cover etc., are missing or damaged.

-OR-

Toilet seat is cracked or hinge is broken.

Level 3: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect.

Holes/Missing Tiles/Panels (Ceiling)

Punctures in the ceiling surface. May or may not penetrate completely. Panels or tiles may be missing or damaged.

Level Defined

Level 1: Small holes or missing tile/panel found in a ceiling, visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it).

Level 2: A hole or missing tile/panel is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it).

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Level 3: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Holes/Missing Tiles/Panels (Ceiling)

Punctures in the ceiling surface that may or may not penetrate completely. Panels or tiles are missing or damaged.

Level Defined

Level 1: Small holes visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it), or 3 or less missing tiles/panels.

Level 2: A hole is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it), or 4 or more missing tiles/panels.

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Level 3: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Needs Paint (Ceiling)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Level Defined

Level 1: Area affected is less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Needs Paint (Ceiling)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Level Defined

Level 1: Area affected is more than 1 but less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Water Stains/Water Damage/Mold/Mildew (Ceiling)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (less than 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.
- Level 2:** For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.-OR-
Visual observations estimate that 10% to 50% of the ceiling area has level 1 damage.
- Level 3:** Visual observations estimate that a large portion (50% of its surface area) of one or more ceilings has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed. One occurrence of this condition is sufficient to classify the ceiling system as level 3. -OR-
Cases where visual observations estimate that more than 50% of the ceiling in any one unit shows level 1 defined signs of damage, stains, mold, or mildew.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)
-

Water Stains/Water Damage/Mold/Mildew (Ceiling)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (more than 1 but less than 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.
- Level 2:** For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.-OR-
Visual observations estimate that 10% to 50% of the ceiling area has level 1 damage.
- Level 3:** Visual observations estimate that a large portion (50% of its surface area) of one or more ceilings has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed. One occurrence of this condition is sufficient to classify the ceiling system as level 3. -OR-
Cases where visual observations estimate that more than 50% of the ceiling in any one unit shows level 1 defined signs of damage, stains, mold, or mildew.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)

Broken/Missing Glazing/Glass (Doors)

The glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.

Level Defined

- Level 1:** For one or more doors, glazing is inadequate to secure glass, but door is usable and presents no immediate security risk.
- Level 2:** N/A
- Level 3:** For at least one door, the operation, function, or security of the door is destroyed by the missing or broken glazing and/or glass. One door in this condition is sufficient to classify the door system as level 3.
-

COMBINED WITH “Damaged Surface- Holes/Paint/Rusting (Doors)”

Damaged Surface - Holes/Paint/Rusting (Doors)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise unit security or privacy. Includes holes, peeling/cracking/no paint, or significant rust.

Note: A bathroom, bedroom, or entry door impacted is level 3.

Level Defined

Level 1: Any one door has either: small holes (less than ¼ inch in diameter); cracking/peeling paint; and/or the door or its components are rusting.

Level 2: If more than one door has level 1 surface damage as defined above.-OR-

Any single unit door except bathroom/bedroom and/or entry doors, has a hole or holes ranging in size from ¼ inch up to 1 inch diameter.

Level 3: If any unit door has a hole or holes larger than 1 inch in diameter, or significant peeling/cracking/no paint or rust that affects the integrity of the door surface
-OR-

If bathroom, bedroom and/or entry door has either level 1 or level 2 damage as defined above.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged Surface - Holes/Paint/Rusting/Glass (Doors)

Damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise unit security or privacy. Includes holes, peeling/cracking/no paint, broken glass, or significant rust.

Note: A bathroom or entry door impacted is level 3.

Level Defined

Level 1: N/A

Level 2: Any single interior door except bathroom and/or entry doors, has a hole or holes ranging in size from ¼ inch up to 1 inch diameter.

Level 3: If any unit door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, rust that affects the integrity of the door surface or broken/missing glass in door. -OR-

If a bathroom and/or entry door has level 2 damage as defined above.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged Frames/Threshold/Lintels/Trim (Doors)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Level Defined

- Level 1:** A single door's frame/threshold/lintel and/or trim is damaged but does not hinder door operation. The door's functions and is lockable (if required). Only one door is affected.
- Level 2:** More than one door has the level 1 damage defined above.
- Level 3:** At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.
- OR-
- Level 1 damage as defined above affects a bathroom, bedroom, or entry door.
-

Damaged Frames/Threshold/Lintels/Trim (Doors)

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Note: Damage to a door's hardware including locks, hinges, etc. should be recorded under "Doors – Damaged Hardware/Locks"

Level Defined

- Level 1:** N/A
- Level 2:** At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.
- Level 3:** Level 2 damage as defined above affects a bathroom, or entry door.

Damaged Hardware/Locks (Doors)

The attachments to a door to provide hinging, hanging, opening, closing, surface protection, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Level Defined

- Level 1:** A single door's hardware, as defined above, is damaged but does not hinder current door operation. The door functions, is lockable (if required), and the door's panic hardware (if provided) is virtually intact.
- Level 2:** More than one door has level 1 damaged hardware as defined above.
- Level 3:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.
- OR-

A bathroom, bedroom, or entry door is affected.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Damaged Hardware/Locks (Doors)

The attachments to a door to provide hinging, hanging, opening, closing, surface protection, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

1. For doors with locks, the locks should work. Doors designed without locks or interior doors where lock is removed should not be recorded as defective for not having a lock.
2. Some 504 units have had locks removed. List of units relative to 504/FH/ADA should be provided to the inspector prior to the start of the inspection. In these cases a missing lock should not be recorded as a deficiency.
3. For public housing, missing/damaged locks should not be recorded as a deficiency for bedroom doors.

Level Defined

- Level 1:** A single closet door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.
- Level 2:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.
- Level 3:** A bathroom or entry door is affected.

Damaged/Missing Screen/Storm/Security Door (Doors)

Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

Level Defined

- Level 1:** One or more screen/storm doors has damage or is missing screens/glass.
 - Level 2:** One or more security doors has damage, but is still operational and the security door still serves its design purpose.
 - Level 3:** A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)
-

Damaged/Missing Screen/Storm/Security Door (Doors)

Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

Level Defined

- Level 1:** One or more screen/storm doors has damage or door is missing screens/glass as evidenced by empty frame.
- Level 2:** N/A
- Level 3:** A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)

Deteriorated/Missing Seals (Entry Only) (Doors)

The seals and stripping around the entry door(s) designed to provide weather and fire resistance are damaged or missing.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: For a single entry door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Deteriorated/Missing Seals (Entry Only) (Doors)

The seals and stripping around the entry door(s) designed to provide weather and fire resistance are damaged or missing.

Note: This defect applies to entry doors that were designed with seals. Doors which show evidence that a seal was never incorporated into its design should not be recorded as being defective.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: For a single entry door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Deteriorated/Missing Caulking/Seals (Windows)

The caulking or seal is missing, poorly installed, or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Level Defined

Level 1: Missing or deteriorated caulk or seals are observed. No evidence of damage to window or surrounding structure exists.

Level 2: Missing or deteriorated caulk or seals are observed, with some evidence of leaks or damage to the window or surrounding structure visible.

-OR-

A Thermopane or insulated window has failed. (Typically indicated by being fogged up.)

Level 3: Missing or deteriorated caulk or seals are observed and the window is not weather-tight. Evidence of leaks or damage to the window or surrounding structure is readily apparent.

Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows)

Caulking or glazing compound to provide weather resistance is missing or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Deteriorated caulk or seals is defined when two or more seals for any given window have lost their elasticity. Crumbling and flaking of the seals when touched would be an indication of inelasticity.

Level Defined

Level 1: N/A

Level 2: Missing or deteriorated caulk or glazing compound is consistently evident for the majority of the window with no evidence of damage to the window and/or surrounding structure.

Level 3: Missing or deteriorated caulk or seals are observed with evidence of leaks or damage to the window or surrounding structure.

Missing Door (Door)

Door is absent.

Note: A bathroom, bedroom, or entry door impacted is level 3.

Level Defined

Level 1: The missing door is not a bathroom, bedroom or entry door.

Level 2: Missing doors are not an entry, bedroom, or bathroom. They present no hazard and visual observation shows two doors or up to 50% of the doors are missing.

Level 3: The missing door is a bathroom, bedroom or entry door.

-OR-

Visual observation estimates more than 50% of the unit doors are missing from areas other than the bathroom, bedroom, or entry door.

Missing Door (Door)

Door is absent.

Note: A bathroom, bedroom, or entry door impacted is level 3.

If a bedroom door(s) has been removed at the request of the resident to enable better accessibility, e.g. an elderly or handicapped resident, this defect would not apply.

Level Defined

Level 1: The missing door is not a bathroom or entry door.

Level 2: Missing doors are not an entry or bathroom door. They present no hazard and visual observation shows two doors or up to 50% of the doors are missing.

Level 3: The missing door is a bathroom or entry door.

-OR-

Visual observation estimates more than 50% of the unit doors are missing from areas other than the bathroom, or entry door.

Blocked Access to Electric Panel (Electrical System)

The placing of any object that will delay or prevent the access to any panelboard or main power switch in an emergency and cause a fire hazard.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more items are placed in front of the unit's electrical panel, impeding accessibility in time of an emergency.

Blocked Access to Electric Panel (Electrical System)

The placing of a fixed obstruction or item of sufficient size and weight that will delay or prevent the access to any panelboard switch in an emergency.

Note: An easily removed item (such as a picture) should be not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more fixed items or items of sufficient size and weight are placed in front of the unit's electrical panel that could impede accessibility in time of an emergency.

Frayed Wiring (Electrical System)

Insulation may be frayed, stripped, or removed resulting in a potentially dangerous condition.

Note: This does not include any wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Frayed Wiring (Electrical System)

Nicks, abrasions or fraying of the insulation that results in exposed wires

Note: This would not be a deficiency for any wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation that results in exposed wires.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

GFI - Inoperable (Electrical System)

GFI is present and inoperable.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: GFI is present and is found inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

GFI - Inoperable (Electrical System)

GFI is present and inoperable.

Note: Operability will only be determined by hitting the self test button contained within the GFI unit.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: GFI is present and is found inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Electrical Hazards".)

Floor Covering Damage (Floors)

Damage to the carpet tiles, wood, sheet vinyl or other floor covering.

Level Defined

- Level 1:** Floor covering may have stains, surface burns, shallow cuts, small holes or tears in non-traffic areas, loose areas, exposed seams. The covering is fully functional. Visual observation estimates that less than 10% of the floor area is affected. Does not present a safety hazard.
- Level 2:** Floor covering may have burn marks, cuts, tears, holes, or large sections of exposed seams exposing the underlying material. The covering does not present a safety hazard. Visual observations estimate that 10% to 50% of the floors are affected.
- Level 3:** Level 2 damage as defined above, estimated at more than 50% of the floor area.

Comments

If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Floor Covering Damage (Floors)

Damage to the carpet tiles, wood, sheet vinyl or other floor covering.

Level Defined

- Level 1:** Floor covering may have stains, surface burns, shallow cuts, small holes or tears in non-traffic areas, loose areas, exposed seams. The covering is fully functional. Visual observation estimates that between 5% and 10% of the floor area is affected. Does not present a safety hazard.
- Level 2:** Floor covering may have burn marks, cuts, tears, holes, or large sections of exposed seams exposing the underlying material. The covering does not present a safety hazard. Visual observations estimate that 10% to 50% of the floors are affected.
- Level 3:** Level 2 damage as defined above, estimated at more than 50% of the floor area.

Comments

If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Missing Flooring Tiles (Floors)

Flooring such as VCT, sheet, vinyl, carpet or other flooring material is missing.

Level Defined

- Level 1:** For a single floor, small areas of the floor surface are missing. Visual observations estimate less than 10% of the floors surveyed are affected. No safety problems exist due to this condition.
 - Level 2:** Visual observations estimate 10% to 50% of the floors have missing flooring. No safety problem exists due to this condition.
 - Level 3:** Visual observations estimate more than 50% of the floors are affected by missing flooring; or the missing flooring is sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as level 3.
-

Missing Flooring Tiles (Floors)

Flooring such as VCT, sheet, vinyl, carpet or other flooring material is missing.

Level Defined

- Level 1:** For a single floor, small areas of the floor surface are missing. Visual observations estimate more than 5% but less than 10% of the floors surveyed are affected. No safety problems exist due to this condition.
- Level 2:** Visual observations estimate 10% to 50% of the floors have missing or broken flooring. No safety problem exists due to this condition.
- Level 3:** Visual observations estimate more than 50% of the floors are affected by missing or broken flooring; or the missing or broken flooring is sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as level 3.

Needs Paint (Floors)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Level Defined

Level 1: Area affected is less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Needs Paint (Floors)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Level Defined

Level 1: Area affected is more than 1 but less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Rot/Deteriorated Subfloor (Floors)

Subfloor has decayed or is decaying.

Level Defined

Level 1: N/A

Level 2: Condition is slightly noticeable. Small areas of rot or spongy flooring are found.

Level 3: Large areas of rot are readily visible, application of weight causes noticeable deflection.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Rot/Deteriorated Subfloor (Floors)

Subfloor has decayed or is decaying.

Level Defined

Level 1: N/A

Level 2: Small areas (more than 1 but less than 4 square feet) of rot or spongy flooring are found.

Level 3: Large areas (more than 4 square feet) of rot are readily visible, application of weight causes noticeable deflection.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Water Stains/Water Damage/Mold/Mildew (Floors)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: N/A

Level 2: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (4 sq. ft. or less). Water may or may not be evident.

Level 3: Visual observations estimate that a large portion (more than 10%) of floor has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, and flaking are evident. The floor surface may have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Water Stains/Water Damage/Mold/Mildew (Floors)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: N/A

Level 2: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (between 1 and 4 sq. ft. or less). Water may or may not be evident.

Level 3: Visual observations estimate that a large portion (more than 4 sq.ft.) of floor has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, and flaking are evident. The floor surface may have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Gas Fired Unit - Missing/Misaligned Chimney (Hot Water Heater)

The exhaust system on a gas/oil fired unit is misaligned.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any misalignment which causes improper or dangerous venting of gases.

THIS ITEM HAS NOT BEEN CHANGED

Pressure Relief Valve Missing (Hot Water Heater)

Valve that regulates the temperature and pressure of the water heater is missing.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: No pressure relief valve is present.

Pressure Relief Valve Missing (Hot Water Heater)

Pressure relief valve on unit water heating system is not present and/or does not extend to the floor.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Pressure relief valve on unit water heating system is not present and/or does not extend to the floor.

Rust/Corrosion (Hot Water Heater)

The material condition of the equipment and/or associated piping shows evidence of flaking, discoloration, reduction in wall thickness, pitting, or crevices.

Level Defined

- Level 1:** Patches of noticeable formations of metal oxides.
 - Level 2:** Significant formations of metal oxides are visible and a noticeable pit or crevice has developed.
 - Level 3:** Equipment and/or piping integrity has been compromised, (e.g. leaks are visible).
-

Rust/Corrosion (Hot Water Heater)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting, or crevices

Level Defined

- Level 1:** Superficial surface rust.
- Level 2:** Significant formations of metal oxides, significant flaking, or discoloration are visible or a noticeable pit or crevice has developed.
- Level 3:** Condition has rendered equipment and/or piping inoperable.

Gas Fired Unit - Missing/Misaligned Chimney (HVAC)

The exhaust system on a gas fired unit is misaligned.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any misalignment which causes improper or dangerous venting of gases.

THIS ITEM HAS NOT BEEN CHANGED

Inoperable (HVAC)

The heating or cooling system is inoperable in the unit.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The HVAC in the unit does not function, providing neither necessary heating or cooling as designed. System does not respond when the unit controls are engaged.

Inoperable (HVAC)

The heating, cooling, or ventilation system is inoperable.

Note:

1. HVAC system may not operate due to seasonal conditions. In such cases do not record a deficiency.
2. Statement may be validated by resident survey process.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The HVAC does not function, providing neither necessary heating or cooling as designed. System does not respond when the controls are engaged.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Noisy/Vibrating/Leaking (HVAC)

The HVAC distribution components in the unit, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Level Defined

Level 1: N/A

Level 2: The HVAC system in the unit exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the unit.

Level 3: N/A

Noisy/Vibrating/Leaking (HVAC)

The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Level Defined

Level 1: The HVAC system exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the area.

Level 2: N/A

Level 3: N/A

Convection/Radiant Heat System Covers Missing/Damaged (HVAC)

Convection/Radiant heat system cover is missing or damaged.

Level Defined

Level 1: N/A

Level 2: One or more covers are damaged, impeding proper heating, but not creating any type of safety hazard.

Level 3: One or more covers are missing, or substantially not installed, enabling exposure to burn, fan or other potentially serious hazards.

Convection/Radiant Heat System Covers Missing/Damaged (HVAC)

Convection/Radiant heat system cover is missing or damaged thereby producing a potential for a burn or related injury.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more covers are missing, or substantially damaged so as to allow contact with heating/surface elements or associated fans.

Comments

Level 3: When system is operational during an inspection and a level 3 condition is observed, i.e. a real time hazard exists, it must be recorded manually (includes but is not limited to "Hazards").

Rust/Corrosion (HVAC)

A component(s) of the system show visible deterioration due to oxidation or corrosion of system parts.

Level Defined

Level 1: N/A

Level 2: Deterioration from rust and corrosion is observed on the HVAC units. The condition does not prevent the system from providing sufficient heating or cooling.

Level 3: N/A

Rust/Corrosion (HVAC)

A component(s) of the system show visible deterioration due to oxidation or corrosion of system parts.

Level Defined

Level 1: Deterioration from rust and corrosion is observed on the HVAC units in the dwelling unit. The condition does not prevent the system from providing sufficient heating or cooling.

Level 2: N/A

Level 3: N/A

Cabinets - Missing/Damaged (Kitchen)

A case, box or piece of furniture with sets of drawers or shelves, with doors, primarily used for storage, mounted on walls or mounted on floors.

Level Defined

- Level 1:** Cabinet is discolored; materials have begun to separate or level 1 scratching and chipping is present. Cabinet assembly is present; up to two cabinets may be only marginally functional.
 - Level 2:** Several (up to 50%) cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
 - Level 3:** A significant number (more than 50%) of cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
-

Cabinets - Missing/Damaged (Kitchen)

A case, box or piece of furniture with sets of drawers or shelves, with doors, primarily used for storage, mounted on walls or mounted on floors.

Level Defined

- Level 1:** N/A
- Level 2:** Between 10% and 50% of cabinets, doors, and/or shelves are either missing or laminate is separating.
- Level 3:** More than 50% of cabinets, doors, and/or shelves are either missing or laminate is separating.

Countertops - Missing/Damaged (Kitchen)

A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Level Defined

- Level 1:** Counter-top surface is discolored; materials have begun to separate or level 1 scratching and chipping is present.
 - Level 2:** Surface shows advanced stage of deterioration and/or scratching, chipping.
 - Level 3:** Countertop working surface is missing or deteriorated and/or damaged and does not provide a sanitary surface to prepare food.
-

Countertops - Missing/Damaged (Kitchen)

A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Level Defined

- Level 1:** N/A
- Level 2:** 20% or more of the countertop working surface is missing or deteriorated and damaged through to and including the level below the laminate and thus does not provide a sanitary surface to prepare food.
- Level 3:** N/A

Plumbing - Clogged Drains (Kitchen)

Water does not drain adequately.

Level Defined

Level 1: Basin does not drain freely when stopper is disengaged.

Level 2: N/A

Level 3: Drain is completely clogged or has suffered extensive deterioration

Plumbing - Clogged Drains (Kitchen)

Water does not drain adequately.

Level Defined

Level 1: Basin does not drain freely.

Level 2: N/A

Level 3: Drain is completely clogged or has suffered extensive deterioration

Inoperable/Not Lockable (Windows)

Window cannot be opened or closed due to frame damage, faulty hardware, or other reason.

Level Defined

- Level 1:** Window is inoperable, but can be secured. Other operable windows are present in the immediate area.
- Level 2:** N/A
- Level 3:** Window is inoperable and cannot be secured. No operable windows are present in the immediate area.
-

Inoperable/Not Lockable (Windows)

Window cannot be opened or closed due to frame damage, faulty hardware, or other reason.

Note:

1. Windows not designed to lock would not be deficient for non-lockability.
2. Windows that are accessible from the outside, i.e. ground level window, must be lockable.

Level Defined

- Level 1:** Window is inoperable, but can be secured. Other operable windows are present in the immediate area.
- Level 2:** N/A
- Level 3:** Window is inoperable and cannot be secured. No operable windows are present in the immediate area.

Cracked/Broken/Missing Panes (Windows)

Glass or pane is cracked, broken or missing.

Level Defined

Level 1: Cracked window pane is observed.

Level 2: N/A

Level 3: Glass pane is broken or missing.

Cracked/Broken/Missing Panes (Windows)

Glass or pane is cracked, broken or missing from window sash.

Level Defined

Level 1: Cracked window pane is observed.

Level 2: N/A

Level 3: Glass pane is broken or missing from window sash.

Damaged Window Sill (Windows)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Level Defined

- Level 1:** Sill is damaged in the unit, but still present. The inside of the surrounding wall is not exposed. No impact to window operation or weather tightness is visually apparent.
 - Level 2:** Sill is missing, or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
 - Level 3:** N/A
-

Damaged Window Sill (Windows)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Note: Damage does not include scratches and cosmetic deficiencies.

Level Defined

- Level 1:** Sill is damaged in the unit, but still present. The inside of the surrounding wall is not exposed. No impact to window operation/functionality or weather tightness is visually apparent.
- Level 2:** Sill is missing, or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
- Level 3:** N/A

Plumbing - Leaking Faucets/Pipes (Kitchen)

Basin faucet or drain connections leak.

Level Defined

Level 1: Leak or drip that is contained by basin/pipes. Faucet is usable.

Level 2: N/A

Level 3: Leak is steady. Surrounding area is adversely affected. Water supply must be turned off. The faucet/pipe is not usable.

Plumbing - Leaking Faucets/Pipes (Kitchen)

Basin faucet or drain connections leak.

Level Defined

Level 1: Leak or drip that is contained by basin/pipes. Faucet is usable.

Level 2: N/A

Level 3: Leak is steady. Surrounding area is adversely affected. The faucet/pipe is not usable.

Range/Stove - Missing/Damaged/Inoperable (Kitchen)

Unit is missing or damaged.

Level Defined

Level 1: Unit's surface is dented, chipped or scratched. Operation of doors or drawers is impeded but stove is operational. Burner is misaligned and flame is not distributed equally. Pilot light is out on one or more burners.

Level 2: N/A

Level 3: Unit is missing, or any burners and/or oven is inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Range/Stove - Missing/Damaged/Inoperable (Kitchen)

Unit is missing or damaged.

Note: List of units relative to 504/FH/ADA should be provided to the inspector prior to the start of the inspection. In these cases disconnected or partially disconnected ranges/stoves should not be recorded as a deficiency.

Level Defined

Level 1: Operation of doors or drawers is impeded but stove is operational. On gas ranges, flames are not distributed equally. Pilot light is out on one or more burners.

Level 2: 1 burner is inoperable.

Level 3: Unit is missing, or 2 or more burners and/or oven is inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Refrigerator - Missing/Damaged/Inoperable (Kitchen)

The refrigerator is not present or does not cool adequately for the safe storage of food.

Level Defined

Level 1: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

-OR-

Operation of doors or drawers is impeded but refrigerator is operational.

Level 2: N/A

Level 3: Refrigerator is missing or does not cool or work at all.

Refrigerator - Missing/Damaged/Inoperable (Kitchen)

The refrigerator is not present or does not cool adequately for the safe storage of food.

Level Defined

Level 1: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

Level 2: N/A

Level 3: Refrigerator is missing or does not cool or work adequately for the safe storage of food.

Sink - Missing/Damaged (Kitchen)

Sink, faucet or accessories are missing, damaged, or inoperable.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in the basin. Sink & hardware are still usable for food preparation.

Level 2: N/A

Level 3: Sink or hardware is missing or is totally unusable.

Sink - Missing/Damaged (Kitchen)

Sink, faucet or accessories are missing, damaged, or inoperable.

Note: A missing stopper should not be recorded as a deficiency.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in 50 % or more of the basin. Sink & hardware are still usable for food preparation.

Level 2: N/A

Level 3: Sink or hardware is missing or is totally unusable.

Missing/Inoperable Fixture (Lighting)

Lighting fixture is missing, or does not operate normally. Malfunction may be with the total system or with individual components.

Level Defined

- Level 1:** Permanent lighting fixture is missing or inoperable, in one room in a unit, and switched outlet exists in the room.
 - Level 2:** Permanent lighting fixture is missing or inoperable in two rooms, and no switched outlet exists in the room.
 - Level 3:** More than two rooms have missing or inoperable permanent light fixtures, and do not have switched outlets within the rooms.
-

Missing/Inoperable Fixture (Lighting)

Lighting fixture is missing, or does not operate normally. Malfunction may be with the total system or with individual components excluding light bulbs.

Level Defined

- Level 1:** Permanent lighting fixture is missing or inoperable, in one room in a unit, and no switched, operable light source exists in the room.
- Level 2:** Permanent lighting fixture is missing or inoperable in two rooms, and no switched, operable light source exists in the room.
- Level 3:** More than two rooms have missing or inoperable permanent light fixtures, and do not have a switched, operable light source within the rooms.

Missing/Broken Cover Plates (Outlets/Switches)

The flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist.

Level Defined

Level 1: Outlets/switches has broken cover plate. The condition does not result in exposed wiring.

Level 2: N/A

Level 3: A broken or missing cover plate results in exposed wiring.

Missing/Broken Cover Plates (Outlets/Switches)

The flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist.

Level Defined

Level 1: Outlets/switches has a broken cover plate over a junction box. The condition does not result in exposed wiring.

Level 2: N/A

Level 3: A missing cover plate results in exposed wiring.

Missing/Inoperable (Smoke Detector)

Smoke detector will not activate, or is missing.

Note: At least one smoke detector is required on each level.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: A single missing or inoperable smoke detector.

Missing/Inoperable (Smoke Detector)

Smoke detector will not activate, or is missing.

Note:

1. At least one smoke detector is required on each level.
2. If 2 or more smoke detectors are on the same level and are in a visible proximity, at least one of the smoke detectors must operate.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: A single missing or inoperable smoke detector is level 3 as reflected in notes above.

Broken/Damaged/Missing Steps (Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Step is broken, damaged or missing.

Broken/Damaged/Missing Steps (Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Step is broken or missing.

Damaged/Deteriorated Trim (Walls)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Level Defined

- Level 1:** Small areas of deterioration in the trim surfaces.
 - Level 2:** Large areas of deterioration in the trim surfaces.
 - Level 3:** Significant areas of deterioration in the trim surfaces.
-

Damaged/Deteriorated Trim (Walls)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Note: List of 504/FH/ADA buildings/units should be provided to the inspector prior to the start of the inspection. In these cases superficial surface/paint damage caused by wheelchairs, walkers, or medical devices should not be recorded as a deficiency.

Level Defined

- Level 1:** Small areas of deterioration in the trim surfaces. Visual observations estimate that between 5% and 10% of the wall area surveyed is affected.
- Level 2:** Large areas of deterioration in the trim surfaces. Visual observation estimate that 10% to 50% in any of the wall area surveyed is affected.
- Level 3:** Significant areas of deterioration in the wall surfaces. Visual observations estimate that more than 50% of the wall area surveyed is affected.

Damaged (Walls)

Punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.

Level Defined

Level 1: A hole, missing tile/panel, or other damage found in a wall, visually estimated at no larger than 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Level 2: A hole, missing tile/panel or other damage is found in a wall that is larger than a sheet of paper (8 1/2 X 11).

-OR-

A crack greater than 1/8" in wide and a minimum of 11" long.

Level 3: A hole of any size is found which fully penetrates into an adjoining room, (can see through the hole).

-OR-

Two or more walls have level 2 holes.

Damaged (Walls)

Punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.

Level Defined

Level 1: A hole, missing tile/panel, or other damage found in a wall, visually estimated at between 1 inch in diameter and 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Level 2: A hole, missing tile/panel or other damage is found in a wall that is larger than a sheet of paper (8 1/2 X 11 inches).

-OR-

A crack greater than 1/8" in wide and a minimum of 11" long.

Level 3: A hole of any size is found which fully penetrates into an adjoining room, (can see through the hole).

-OR-

Two or more walls have level 2 holes.

Needs Paint (Walls)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Level Defined

Level 1: Area affected is less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Needs Paint (Walls)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Note: List of 504/FH/ADA buildings/units should be provided to the inspector prior to the start of the inspection. In these cases superficial surface/paint damage caused by wheelchairs, walkers, or medical devices should not be recorded as a deficiency.

Level Defined

Level 1: Area affected is more than 1 but less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Water Stains/Water Damage/Mold/Mildew (Walls)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single wall, visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area. (less than 4 sq. ft. by visual estimate). Water may or may not be evident.
- Level 2:** For a single wall, visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.
- Level 3:** Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall systems as level 3.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one unit show signs of water damage, stains, mold, or mildew.

Water Damage/Mold/Mildew (Walls)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** Visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area. (more than 1 but less than 4 sq. ft. by visual estimate). Water may or may not be evident.
- Level 2:** Visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.
- Level 3:** Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall systems as level 3.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one unit show signs of water damage, stains, mold, or mildew.

Deteriorated/Missing Caulking/Seals (Windows)

The caulking or seal is missing, poorly installed, or deteriorated.

Note: This also includes Thermopane or insulated windows that have failed.

Level Defined

Level 1: Missing or deteriorated caulk or seals are observed. No evidence of damage to window or surrounding structure exists.

Level 2: Missing or deteriorated caulk or seals are observed, with some evidence of leaks or damage to the window or surrounding structure visible.

-OR-

A Thermopane or insulated window has failed. (Typically indicated by being fogged up.)

Level 3: Missing or deteriorated caulk or seals are observed and the window is not weather-tight. Evidence of leaks or damage to the window or surrounding structure is readily apparent.

Deteriorated/Missing Caulking/Seals (Windows)

The caulking or seal is missing, poorly installed, or deteriorated.

Note: Deteriorated caulk or seals is defined when 2 or more seals for any given window have lost their elasticity. Crumbling and flaking of the seal when touched would be an indication of inelasticity. This also includes Thermopane or insulated windows that have failed.

Level Defined

Level 1: N/A

Level 2: Missing or deteriorated caulk or glazing compound is consistently evident for the majority of the window with no evidence of damage to the window and/or surrounding structure.

Level 3: Missing or deteriorated caulk or seals are observed and the window is not weather-tight. Evidence of leaks or damage to the window or surrounding structure is readily apparent.

Security Bars Prevent Egress (Windows)

Security bars are damaged, constructed or installed, such that egress is severely limited or impossible.

Note: This does not include windows not designed or intended for egress.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

NO CHANGE TO DEFINITION- DATABASE CORRECTION

Health and Safety Inspectable Items

Items to inspect for “Health and Safety” are as follows:

[Air Quality](#)

[Electrical Hazards](#)

[Elevator](#)

[Emergency/Fire Exits](#)

[Flammable Materials](#)

[Garbage and Debris](#)

[Hazards](#)

[Infestation](#)

Exposed Wires/Open Panels (Electrical Hazards)

Exposed bare wires or openings in electrical panels.

Exposed Wires/Open Panels (Electrical Hazards)

Exposed bare wires or openings in electrical panels.

Note: In case of abandoned wiring where identified by accompanying authority, capped wires do not pose a risk and should not be recorded as a defect.

Insects (Infestation)

Infestation of insects including, but not limited to, roaches or ants are observed throughout the unit or room especially in food preparation and storage areas.

Note: This does not include infestation from rats/mice. See Infestation - [Rats/Mice/Vermin](#) under Health & Safety for these occurrences.

Insects (Infestation)

Infestation of insects including, but not limited to, roaches or ants are observed throughout the unit or room especially in food preparation and storage areas.

Note:

1. This does not include infestation from rats/mice. See Infestation - [Rats/Mice/Vermin](#) under Health & Safety for these occurrences.
2. In and by themselves, baits, traps, and sticky boards which contain no presence of insects, should not be recorded as a deficiency.

Rats/Mice/Vermin (Infestation)

The presence of rats or mice is indicated by sightings, rat or mouse holes, or droppings.

Note: This does not include infestation from insects. See Infestation - [Insects](#) under Health & Safety for these occurrences.

Rats/Mice/Vermin (Infestation)

The presence of rats or mice is indicated by sightings, rat or mouse holes, or droppings.

Note:

1. This does not include infestation from insects. See Infestation - [Insects](#) under Health & Safety for these occurrences.
2. In and by themselves, baits, traps, and sticky boards which contain no presence of vermin, should not be recorded as a deficiency.